

**WYLIE INDEPENDENT SCHOOL DISTRICT
WYLIE, TEXAS**

WYLIE SICK LEAVE BANK OVERVIEW

The Wylie Sick Leave Bank (WSLB) is to provide additional sick leave days to members of the bank in the event of catastrophic illness, surgery, or temporary disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state and local sick leave, personal business, vacation and extended leave days. Employees wishing to join the bank donate 2 days of local leave. (Current members of the bank will remain in the bank unless a signed withdrawal request is returned to the Payroll Department.) Should there be a catastrophic illness or injury of the member, or of a person in the member's immediate family (as defined in the policy), necessitating the need for additional days after all accumulated state and local sick leave, personal, vacation (if applicable) and extended leave days (if applicable) have been used, the member may submit a request for days from the bank. Requests should be made through the principal and superintendent. Members of the bank are eligible to apply for 20 days of additional paid leave from the Sick Leave Bank, and can make application twice during the school year. Forms are available from the campus/department WSLB representative, or from the Payroll Department.

When an application is received, the WSLB Board will meet to review the application and supporting documentation to determine if the request fits within the WSLB Policy. Once a determination has been made, the WSLB Board will notify the applicant of the approval or disapproval of the days.

WYLIE INDEPENDENT SCHOOL DISTRICT
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SICK LEAVE BANK POLICY
(Amended 09/12/1995)

I. PURPOSE:

The Wylie Sick Leave Bank (WSLB) is to provide additional sick leave days to members of the tank in the event of catastrophic illness, surgery, or temporary disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state and local sick leave, personal business, and extended leave days.

II. ELIGIBILITY:

All regularly employed personnel are eligible to participate. Participation is voluntary but requires contribution to the bank.

III. ENROLLMENT:

Open enrollment to the bank shall begin from the beginning of each school year through September 30th. New employees hired during a school year may enroll in the bank within 30 days of employment. Those employees who elect not to enroll in the bank shall not be permitted to enroll until the following annual open enrollment period.

IV. CONTRIBUTIONS:

Any employee who is eligible to enroll in the Wylie Sick Leave Bank (WSLB) may do so by donating two days of his or her accrued local sick leave days the first year and one day each year thereafter (pro-rated for regularly employed personnel working less than 4 hours per day) as needed to maintain days in the bank equal to double the number of bank's members. Any member, however, using 15 or more days from the bank must donate two local sick leave days at the beginning of the next school year to be reinstated in WSLB. The days donated will be subtracted from the member's total local sick days. ALL donations will remain in force and cannot be returned even upon cancellation of membership.

V. RULES AND PROCEDURES:

A. Should there be a catastrophic illness or injury to the member, or of a person in the member's immediate family (as defined in the policy), necessitating the need for additional days after all accumulated state and local sick leave, personal, and extended leave days (if applicable) have been used, the member may submit a request for days from the bank. Requests should be made through the principal and superintendent.

- B. A member who requests days from the bank must submit to the WSLB within 30 days, forms containing the following information.
1. A statement signed by the member attesting to the fact that the condition which necessitated the request for days from the bank was unknown to the employee at the time he/she became a member of the bank (waived for 1992 only).
 2. Completion of the attending physician's statement which includes:
 - a. Identification of the nature of the illness and/or extent of injury.
 - b. Date of initial onset of this particular condition.
 - c. Anticipated date eligible to return to work on a full or part-time basis.
 - d. Statement from the physician that the condition is not a pre-existing condition. This statement is waived for the 1992 initial enrollment period and for new employees at their first opportunity to join the bank.
 3. Anticipation of days, if any for follow-up examinations (May be limited by the Board of Directors).
- C. Forms for the above purposes have been prepared and are available from the school principal and/or the Business Office.
- D. The Board of Directors may refuse to consider an application that does not contain the required information.
- E. If the member is cortically ill and unable to file an application for sick leave days from the bank, the school principal, immediate supervisor, or department head may initiate the application form at the request of the family.
- F. An applicant may be required to undergo a medical review by a second opinion physician of the Board's choice at any time, at the member's expense.
- G. Grant of days from the bank
1. Conditions known to exist by the employee on or before the date of joining the Sick Leave Bank will not be covered under provisions of the Sick Leave Bank. This statement is waived for the 1992 initial enrollment period and for new employees at their first opportunity to joint the bank.

2. Sick leave days from the Bank will be granted only after the member has exhausted all accumulated state and local sick leave days, personal days, and extended leave (if applicable).
3. Days from the bank shall be granted only for catastrophic illness, surgery, and other temporary disability due to an injury.
4. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which a member is not paid.
5. Pregnancy and accompanying complications will not be covered by the bank. Rare complications occurring after and arising from childbirth will be considered on an individual basis, provided the recovery period requires longer than six weeks.
6. Sick leave bank grants will not be authorized for illness or disability resulting from self-inflicted injury or act of war.
7. The maximum number of days that can be granted to any one member of the bank will be up to twenty days per school year with an option to apply for up to twenty additional days (pro-rated for regular employees working less than four hours per day). The bank may not grant more days than its members have contributed.

If a member of the sick leave bank qualifies to receive days from the bank due to the illness of someone in the immediate family as defined in this policy, but has used all of the days allowed under the above provision, and if his/her spouse is a member of the bank and qualifies to receive days for the same illness, the days may be shared with the spouse who has no more days left. (Personal illness of either employee does not qualify for sick leave bank sharing of days.) The provision to share days will be retroactive to the beginning of the 2nd semester of the 1992-93 school year (January 5, 1993).

8. If a request to draw upon the bank is for other than consecutive days of illness, a separate request, including a physician's statement on the required form, must be submitted for each period of illness. Each separate application must meet the initial criteria of just cause.
9. All requests to draw upon the bank must be accompanied by the appropriate physician's signed statement confirming actual treatment, the cause of illness, and certification of the existence of a disability to perform assigned duties. Elective surgery is not included.

10. The Board may request a medical review by a physician at the member's expense.

11. A contributor will lose the right to utilize the benefits of the bank by:

- a. Termination of employment in the Wylie I.S.D.
- b. Notice of cancellation of participation by the member on the proper form.
- c. Being on approved leave of absence.
- d. Attempted abuse of the bank and/or its policies.
- e. Refusal to continue regular contributions.

VI. DEFINITION OF IMMEDIATE FAMILY:

For the purposes of this policy, the term "immediate family" shall include:

- A. Spouse.
- B. Son, and stepson.
- C. Daughter, and stepdaughter.
- D. Parents.
- E. Any relative who may be residing in the employee's household at the time of illness or death.
- F. Other immediate family as defined in Board Policy may be considered at the discretion of the WSLB Board of Directors.

VII. GOVERNING COMMITTEE:

A. Name:

The governing committee, which will approve or disapprove all requests for sick leave bank days, shall be called "The Wylie I.S.D. Sick Leave Bank Board of Directors."

B. Composition of membership of Board of Directors

1. The Executive Officer (ex-officio member with no voting privileges) shall be the Business Manager of the Wylie I.S.D. or designee.

2. Other members of the Board of Directors must have been employed by the school district for at least three consecutive years prior to election, and must be members of the pool to hold office.
3. Voting members of the Board of Directors shall be elected from:
 - a. One teacher from each school campus.
 - b. Two representatives from classified personnel (one from food service and one from other classified.)
 - c. One paraprofessional representing secretaries and aides.
 - d. One representative from campus administration.
 - e. One representative from campus non-teaching professional personnel.
 - f. One representative from the central administration building.

C. Term of Office

The term of office will be two years, with initial members drawing lots for one or two year terms in order to establish staggered terms. The term of office shall run from October 1 to September 30. A member may serve a maximum of two consecutive terms.

D. Election procedures

1. Elections will be held in September. Only members of the bank are eligible to vote.
2. Members of each group named above may file as candidates from their group. Candidates must file for office with the Executive Officer by August 31 of each year. A form will be provided.
3. Voting will be by secret paper ballot. Ballots will be distributed and returned through the school mail. The Executive Officer shall call a meeting of the Board of Directors to tabulate the ballots no later than one week following the election. The candidate with the plurality of the vote will be elected.

4. In the event no one files as a candidate for one of the positions on the Board of Directors, the Board shall fill such position by appointment at the first Board Meeting following the filing deadline. The selection will be made from the group which would be represented by the vacant position.
5. If a member of the Board is representing one group on the Board and accepts or is transferred to a new classification then, he/she must resign his/her position.

E. Duties and Responsibilities of the Board of Directors

1. At the first meeting of the year for the newly elected Board members, the Board shall select from its group a chairperson, vice chairperson, and secretary.
2. All applications for sick leave bank days shall be reviewed individually by the Board in a called meeting.
3. A member may be requested to appear before the Board to substantiate his/her case.
4. The Board of Directors shall determine the number of days approved up to 40 days and reserves the right to approve, disapprove, or modify the days requested.
5. A member may appeal the decision of the Board by writing a letter to the Executive Office requesting to appear in person before the Board of Directors.
6. The decision of the Board of Directors will be final.
7. Vacancies on the Board of Directors that arise during the school year will be filled by the person who received the next highest total of votes from the last election. The selection will be made from the group which was represented by the member who resigned.
8. The Business Manager shall serve as the Executive Office of the Board of Directors and process all approved sick leave days for members through the Payroll Department.
9. The Board of Directors shall review the policies and procedures annually in March and submit recommended changes to the membership only at the September election (except as required to comply with School Board Policy or applicable law). A simple majority of voting members shall decide the issues.
10. Any amended policies and procedures which could have an impact on the district will be submitted to the School Board for final approval.