

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: GCCAA-R

PROFESSIONAL STAFF SICK LEAVE BANK

GCCAA-R

Board Policy

The Board of Trustees of Big Horn School District No. 1 agrees to permit the organization and operation of a sick leave bank for the employees of Big Horn School District No 1.

Implementation Guidelines

The following provisions apply:

1. Group Membership: Each employee who receives district benefits may participate in the sick leave bank. Employees will have the option to choose whether they desire to participate. To participate, each employee shall contribute two sick leave days upon initial enrollment. Sick leave days thus contributed shall be deducted from the employee's annual sick leave entitlement. When determined that the bank days are insufficient to meet the needs of the bank, every member shall be requested to donate one additional sick leave day, which shall be deducted from the employee's annual sick leave entitlement. If a second request for sick leave days is made in the same contract year those members who have utilized the sick bank or do not have sick days available to donate at the time of the request, shall remain a member of the bank. Eligible employees electing not to join during the initial enrollment period, August 15 to September 15 annually, or within fifteen (15) days of being hired by the Board of Trustees must wait until the next enrollment period.

2. The Bank: The contributed sick leave hours shall form a bank of days that will be available to all eligible employees for absences from work necessitated by extended or recurring illness or injury extending beyond the employee's accumulated sick leave. The bank shall be under the direction of the District Business Manager including all records.

3. The Sick Leave Bank Committee: The Sick Leave Bank Committee shall consist of three (3) classified personnel and three (3) certified personnel appointed by the School Board to staggered two (2) year terms. Initial committee member terms will be two 1 year and three 2 year terms. The School District Business Manager shall be a permanent member of the committee. The committee shall have the following responsibilities:

a) Determine the amount of days to be donated based on quantity cash value and number of sick days each participant must contribute to keep the bank solvent.

b) Review reporting by the district's accounting office, the names of contributors and number of days contributed and total days available.

c) Establish guidelines it deems necessary to implement the program. Guidelines shall have the approval of the Board of Trustees.

d) Authority to make final decisions within the approved guidelines as to the operation of the Bank and disposition of the case.

e) Develop and distribute rules and procedures for orderly administration of the bank not inconsistent with the agreement.

f) Develop an application form containing all relevant and pertinent information, including:

- 1) Applicant's name
- 2) Home phone number
- 3) School
- 4) Position
- 5) Date regular sick leave terminates
- 6) Details of the applicant's need in some detail

g) Shall approve any application prior to use and shall assure usage is consistent to guidelines and intent of the program.

h) May recommend to the District further evaluation by proper medical personnel if situation warrants.

i) Reports all days granted by the bank all other information necessary for the employee's records.

4. Requirements to Access the Bank: In order for an employee to be eligible for benefits from the Sick Leave Bank, the employee, before making application, must:

- a) be a contributor to the bank;
- b) have been absent from work due to illness or injury of self or immediate family;
- c) have used all accumulated sick leave and personal leave days or anticipates that necessity.

Application for use of the bank shall be submitted to the Sick Leave Bank Committee. The Committee shall require proof of illness or debilitation due to injury at the time of application and from time to time after a grant has been made.

5. Sick Leave Bank Grants: The following general provisions prevail:

a) The maximum number of days that can be granted by the committee shall be no more than 20 days to any one person in any contract year. Any request for days beyond 20 days shall be referred to the School Board for review.

b) Details of individual grants are confidential.

c) In no case will the granting of bank days cause the employee to receive more than his/her annual salary for that year.

d) The annual contract year begins July 1 and ends as of June 30.

e) The number of days granted shall not exceed the number of days absent from work due to illness or injury. Days granted will be deducted from the Bank as they are used

f) No sick leave shall be granted once an employee is eligible to receive disability insurance benefits.

g) Grants may not be used for elective surgery or routine pregnancy. Benefits granted incident to childbirth would be due to complications resulting in the inability of the mother returning to work because of her personal illness.

h) An employee using bank days shall not be required to replace granted days.

i) Days given to the Sick Leave Bank remain the property of the bank and cannot be transferred if the employee leaves the district, retires, or chooses to drop membership in the bank.

j) Unused contributed days will be carried from year to year.

Guidelines for Sick Leave Bank

Applicants Must:

1. Be an employee of Big Horn School District No. 1; and
2. Be a current member of the Sick Leave Bank; and
3. Be experiencing or anticipating experiencing a hardship caused by the absence from work necessitated by an extended or recurring illness or injury to the employee or immediate family member; and
4. Have used all his/her accumulated sick leave, personal leave days and vacation days or anticipates that necessity; and
5. Provide proof of illness or injury (a doctor's statement), and
6. Not be receiving any disability insurance nor workman's compensation; and
7. Make written application as provided with these guidelines.

Committee Members and Terms of Service

Term of service expires	Committee Member
6/30/2011	Lynn Ann Sanders
6/30/2011	Lea Sorenson
6/30/2012	Mary Ann Bischoff
6/30/2012	Geranne Rasmussen
6/30/2012	Susie Tilton-Chiovaro
Permanent	Richard W. Parker

Adopted: 9/9/2010

Revised: 06/14/2011