

CLASSIFIED SICK LEAVE POOL COMMITTEE REGULATIONS

(Revised November 8, 2019)

The Board of Education established the classified Sick Leave Pool and Committee (hereafter referred to as the Committee), and charged this Committee with drawing up guidelines controlled by the following philosophy and regulations (referred to policy GCRG Leaves and Absences USD348 Board Policy).

1. **PURPOSE:** The purpose of this Sick Leave Pool shall be to provide classified employees who qualify for membership in the Pool with additional Sick Leave Days (hours) needed to recover from personal or family illnesses which cause absence from work and loss of all accumulated leave.

2. **ADMINISTRATION:** The sick Leave Pool shall be administered by the Committee in conformance to policy GCRG and guidelines contained herein. The Committee shall be composed of one person from each of the following job classifications to serve on this Committee: bus drivers, custodians/maintenance, food service, secretaries/aides and one additional representative from any classified position.

3. **ELIGIBILITY FOR MEMBERSHIP:** Membership in the Sick Leave Pool shall be extended to all classified employees of this school district as delineated below.

4. **MEMBERSHIP:** Employees who earn discretionary/sick leave and donate one (1) day (equivalent hours) of accumulated discretionary or sick leave to the Sick Leave Pool are eligible for services. This day will be taken from sick leave if available; otherwise, it will be taken from discretionary leave.

Each new employee will be given an opportunity to donate one day (equivalent hours) of discretionary leave to the Pool at the time of hiring. A new employee must make the donation within two (2) weeks of hiring to be eligible for the pool in his/her first year of employment.

In October of each year, an opportunity to join the Sick Leave Pool is available to all returning employees who have not previously donated hours to the Sick Leave Pool. The Committee may request additional donations from time to time as necessary, in the opinion of the Committee, to replenish the Pool. When the pool diminishes to 240 hours (30 days) the committee will ask for additional donations. Once a person makes a donation and establishes pool membership he/she retains membership as long as he/she makes any subsequent donations when requested by the Committee. If a person does not make the subsequent donations when requested, he/she will lose his/her membership and forfeit donated time. An employee who has drawn from the Pool during the contract year shall contribute his/her next earned day (equivalent hours) of discretionary leave accrued after receipt of the grant to the Pool. A person who did not make a donation during the open enrollment period will not be accepted for membership during that fiscal year.

5. EMPLOYEE USE OF SICK LEAVE POOL: In order for a classified employee to be eligible to apply for sick leave benefits from the Sick Leave Pool, the employee must:

- a. Be a member of the Pool by donating one discretionary/sick leave day to the pool.
- b. Have been absent from work due to personal/family illness or accident to the extent he/she has used up all of his/her accumulated discretionary, sick and vacation leave days (hours). Request for hours to supplement disability or retirement days to complete a time pay period will not be considered. Requests may not exceed the number of hours the recipient was actually absent. Member can receive up to 15 days (equivalent hours) within a 12 month period.

Hours donated to the Pool become property of the Pool and shall not be returned to the donor in the event of loss of Pool membership, separation or transfer from this school district.

Should a member who is eligible to draw on the Pool be unable to execute the necessary application form, the Committee reserves the right to file an application on behalf of that employee.

6. IMPLEMENTATION OF THE SICK LEAVE POOL:

- a. New employees will receive a Classified Sick Leave Pool Donation form at the time of hiring. In the event that the Committee is requesting donations, forms will be sent electronically and by hardcopy to all classified employees. Otherwise, all Sick leave forms will be made available on the district website.
- b. The District Office will maintain appropriate records of Sick Leave Pool membership and total hours in the Pool.
- c. The Classified Sick Leave Pool Application form will be completed and returned to District Office, if a claim is being requested. The Committee should complete the Classified Sick Leave Approval form, with one copy sent to the employee and one copy kept on file with the District Office. The committee may request a doctor's note with specifics defined by the committee before consideration can be made. The committee must meet and vote within 15 days of receiving the request for sick leave pool days.
- d. Approval will be determined by a majority of the Committee members. These leave hours are not loaned, but instead are granted, therefore the hours need not be repaid by the recipient except for the next day earned. The Committee shall receive and review applications for Sick Leave Pool benefits and have authority to make decisions on applications as provided within these

guidelines. Participation in the pool is voluntary. It is understood that the Committee's decisions with respect to eligibility shall be final and binding and not subject to appeal or to grievance. All discussions and names will be held confidential within the committee.

7. DEPARTURE FROM SCHOOL DISTRICT:

- a. The classified employee who has been in the district less than ten (10) years may contribute unused sick leave hours to the Classified Sick Leave Pool upon departure from Baldwin City USD348. If the Sick Leave Pool has accumulated over 800 hours at the time of the donation, the hours cannot be accepted from the employee if the accumulated hours in the Sick Leave Pool are 800 hours or less, the donated hours can be accepted up to 800 hours.