

Woodland Park Education Association Sick Leave Bank Guidelines Classified Staff (New 2020-21)

PURPOSE:

The purpose of the Sick Leave Bank is to make additional sick leave days available to the members of the bank in the event of critical illness and/or injury to the member or the member's immediate family. Immediate family shall include/be limited to spouse, children, stepchildren, or parents.

GUIDELINES:

- Membership in the Sick Leave Bank is voluntary for ALL classified personnel.
- Each member shall contribute two days (15 hours) each year for the first three years of membership from the member's current leave days. A total contribution of six days (45 hours) shall constitute perpetual membership in the Sick Leave Bank subject to the guidelines of The Classified Sick Leave Bank.
- Classified personnel are considered active members the first year they contribute days to the Sick Leave Bank.
- Non-members may not apply to the Sick Leave Bank for days.
- A member shall use ALL accumulated leave days prior to applying to the Sick Leave Bank.
- Application requests for use of Sick Leave Bank days must be accompanied by a letter from the attending physician including the estimated number of days needed.
- The committee is authorized to grant no more than twenty-five (25) days per application. Individuals may reapply when their remaining Sick Leave Bank days total no more than five (5) days.
- A maximum of forty-five (45) days may be drawn by one (1) individual member during any school year.
- Persons withdrawing sick leave days from the Sick Leave Bank, in one school year, will replace these days at a rate of two (2) days for three consecutive years.
- For any requested and approved days less than 12, the applicant will repay back ½ the days requested within 3 years from the date of the request at a rate of no more than 2 days per year.
- Applications for Sick Leave Bank days are available on Employee Portal under Employer Forms.
- Notification of approval or denial of the application by the Sick Leave Bank Committee will be given to the applicant in writing within three (3) working days of the committee meeting.
- The Sick Leave Bank may not be utilized when a person is eligible for District paid disability insurance or workman compensation.
- A member may apply for Sick Leave Bank days for that calendar year only.
- Sick Bank application requests must be received by the Chairman of the Sick Bank Committee by the last contract day of the school year.
- If the member does not use all the days granted by the Sick Leave Bank Committee, the unused Sick Leave Bank days shall be returned to the bank.
- Classified employees who do not elect to join the Sick Leave Bank, at the first opportunity afforded, will not be eligible to join until the next annual enrollment period.
- The enrollment period shall be the employee's first contracted day of each school year through the last Friday in September.

- Sick Leave Bank days in the bank will carry over from year to year and an additional contribution will only be required if the days in the bank drop below 200 – at which time an additional contribution of one (1) day per member will be made to replenish the bank’s days.
- Members may withdraw from the Sick Leave Bank at any time, but will forfeit all days contributed to the bank.
- In the event that the membership votes to dissolve the Sick Leave Bank, all days paid in will be returned to employee participants who are currently employed by the district.

APPEAL:

A member applicant who has been denied days from the Sick Leave Bank may appeal said decision to the Sick Leave Bank Appeals Committee (The Woodland Park Education Association Board) within ten (10) working days of the Sick Leave Bank Committee’s decision. The Appeals Committee shall consider into evidence the application from the member as well as findings from the Sick Leave Bank Committee. The Appeals Committee may require verification of the need for sick leave from another physician. The Appeals Committee shall render a decision in writing to the applicant with ten (10) working days of the hearing. The Appeals Committee decision is final.

USE OF SICK LEAVE BANK FOR PREGNANCY:

No Sick Leave Bank days may be used for pregnancy leave unless the woman who is pregnant requests leave for a medical condition related to her pregnancy, without regard to as to whether the woman has had a prior approved leave of absence. (In accordance with the Colorado Civil Rights Commission and in compliance with Title VII.)