

Guidelines

SECTION I - PURPOSE AND DEFINITION

A. Purpose

The purpose of the Sick Leave Bank is to make additional sick leave days available to members of the Bank in the event of a personal unexpected critical illness, surgery, or a temporary disability due to an injury as the balance of Sick Leave Bank may permit. Days may be requested from the Bank only after the member has exhausted all accumulated state and local sick leave days and accrued vacation days.

B. Definition of Sick Leave Days for Members

Sick leave days from the Bank are those days granted to a member who through an unexpected critical illness, surgery, or a temporary disability due to an injury, is unable to perform the duties of his/her position. In special cases sick leave days may be granted for use with the illness of a family member.

SECTION II - MEMBERSHIP

A. Eligibility

All personnel of the Pasadena Independent School District who have been employed continuously one or more years and who have earned sick leave benefits from the District shall be eligible for membership.

B. Procedures for Joining the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing three (3) days of accrued or anticipated local sick leave.
2. The enrollment period shall be September 1 through September 30. The effective date of membership for all employees enrolling during this period will be October 1.

Eligible

- employees who do not elect to join the Sick Leave Bank at the first opportunity offered to them will not be permitted to join the Bank until the subsequent annual enrollment period.
3. Employees desiring to join the Bank shall complete the membership application form and submit it to the Associate Superintendent of Human Resources. The Associate Superintendent of Human Resources shall verify the employee's eligibility and upon approval of the application send it to the payroll department.

SECTION III - REGULATIONS CONCERNING CONTRIBUTION OF DAYS

- A. To become a member of the Bank, an employee must contribute three (3) days from his or her accrued or anticipated local sick leave for the current school year.
- B. These days will be subtracted from the member's local sick leave record or the first three (3) eligible days if contributing anticipated sick leave.
- C. The three (3) days donated become the property of the Pasadena Independent School District Sick Bank. All donations will remain in force and cannot be returned even upon cancellation of a membership.
- D. For Bank purposes, the school year will be from September 1 through August 31. If a member uses three or more days from the Bank during this period he/she will be required to donate an additional three days the following school year (September through August) in order to have a continuing membership in the Bank. If the member uses fewer than three (3) days, he/she will donate the number of days actually used.
- E. If the Bank falls below two times (2X) the number of participating members on September 30, continuing participants must contribute one extra day effective October 1. If it falls below one time (1X) the number of members, each participant must contribute two days. Participants who join in September will donate a maximum of three (3) days for the current school term. This clause shall not be construed to hold the District responsible in the event the number of days falls below minimum requirements.
- F. Contributions from current Bank members, when determined necessary by the Sick Leave Board of Directors, may be made from accumulated local days or from local days granted for the coming year.
- G. Personnel who terminate their employment with the District forfeit membership in the Bank at the effective date of termination/retirement. If the employee wishes to regain membership in the Bank upon his/her return to the District, the employee must meet eligibility requirements in Section II-A.
- H. Personnel on approved leave of absence will retain membership in the Bank and will not be required to donate additional days upon their return to active employment.

SECTION IV - REGULATIONS CONCERNING GRANTING OF SICK LEAVE DAYS FROM THE BANK

- A. Granting of days from the Bank for Members (Injury/Illness for Immediate Family - Section VII)
 - 1. "Pre-existing condition(s)" known to exist by the employee on or before the date of joining the Sick Leave Bank will not be covered under the provisions of the Sick Leave Bank.

For the purpose of the Sick Leave Bank, "pre-existing condition(s)" is defined as a condition(s) for which the member received medical treatment, took prescribed drugs or medicines, or consulted a physician during the 12 months prior to joining the Sick Leave Bank.

This limitation ceases to apply on the date the member has received no medical care for the pre-existing condition for a twelve (12) month period ending on or after his effective date of membership in the Sick Leave 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 and accrued vacation days.
3. Days from the Bank shall be granted only for critical illness, injury, surgery, or other temporary disabilities which necessitates an absence from work or five (5) consecutive days or longer. Pregnancy in general is not covered by the Sick Leave Bank. Complications arising from childbirth will be considered on an individual basis.
4. Members of the Sick Leave Bank are not necessarily entitled to any days from the Bank or a set number of days. The number of days granted, if any, will be determined by the members of the board who will consider the number of days in the Bank, the number of pending requests and the nature and duration of the illness or injury.
5. 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 the member is not paid. A member shall only be reimbursed up to the amount actually docked.
6. The maximum number Sick Leave Bank days that may be granted to an employee during the year (September 1 through August 30) will be thirty (30) days.
7. If a member who has received less than 30 days from the Sick Leave Bank returns to work and then is ill again with the same or a different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed thirty (30) days per year. Each different illness applied for must meet the initial criteria.
8. Upon approval of the member's application by the Sick Leave Bank Board, the payroll department will be contacted for notification of approved Sick Bank days. Reimbursement will be made only in the member's next regular payroll check after the Board's approval of requested days.

B. Limitations

1. Sick leave days from the Bank may not be granted for the period of disability when monies are paid to the member under the Workers' Compensation Act.
2. A contributor will lose the right to utilize the benefits of the Bank if anyone of the following applies:
 - a. Termination of employment or suspension without pay from Pasadena Independent School District.

- b. Cancellation of participation made by the member at any time by submitting the proper form.
 - c. While on approved leave of absence for other than personal illness.
 - d. Choosing not to pay back required number of days used in a prior year.
 - e. Not contributing required days as per Section III, item E.
- C. All unused sick leave days in the Bank at the end of the school year (August 31 @ will be carried over to the next school year (September I through August 31 .

SECTION V - PROCEDURES FOR APPLYING FOR SICK LEAVE DAYS

- A. Should the member have an unexpected critical illness or injury necessitating the need for additional days after all accumulated state and local sick leave days and accrued vacation days have been used, the member may submit a request for days from the Bank.
- B. A member who requests days from the Bank must submit to the Associate Superintendent of Human Resources with thirty (30) work days after returning to duty, forms containing the following information:

A statement signed by the member attesting to the fact that the condition which necessitated the request for days from the Bank was not a pre-existing condition as defined by the Sick Leave Bank Policy.

Completed attending physician's statement which includes:

1. Identification of the nature of the illness and/or extent of injury and certifying the condition to be a disability to perform the employee's regular assigned duties.
 2. Date of initial onset of this particular condition.
 3. Anticipated date eligible to return to work.
 4. Days, if any, for follow-up examinations. (May be limited by the Board of Directors.)
- C. The Board of Directors will review and forward to Payroll and the requesting member, its decision on all requests to draw on the Sick Leave Bank within 15 working days after such request is received by the chairperson or the Executive Officer of the Sick Leave Bank.
- D. Forms for the above purposes have been prepared and are available from the school principal, the department head, and/or Human Resources Office.
- E. The Board of Directors may refuse to consider an application that does not contain the required information.

- F. If a member is critically ill or unable to file an application for sick leave days from the Bank the school principal, immediate supervisor, department head or family member may initiate the application form.
- G. An applicant may be required to undergo a medical review for a second opinion by a physician of the Board's choice at any time and at the expense of the Pasadena Independent School District upon the approval of the Associate Superintendent of Human Resources.

SECTION VI - GOVERNING COMMITTEE

- A. The governing committee shall be elected at large. The committee will approve or disapprove all requests for Sick Leave Bank days and shall be called "The Pasadena Independent School District Sick Leave Bank Board of Directors."
- B. Composition of members of the Sick Leave Bank Board of Directors:
1. Members of the Bank Board must have been employed by the school district for at least three consecutive years prior to election.
 2. Elected membership of the Board of Directors shall be comprised of the following:
 - a. two teacher representatives from elementary schools;
 - b. two teacher representatives from intermediate schools;
 - c. two teacher representatives from senior high schools;
 - d. one representative from paraprofessional staff (secretarial, clerical-aide);
 - e. one representative to be elected from support employees (custodial, maintenance, food service and transportation);
 - f. one representative from administration (central administration staff, principal, assistant principal or counselors)
 - g. one representative from the nursing personnel.

Total - Ten (10) Elected Members

3. Term of Office

- a. The term of office will be two (2) years, with initial members drawing lots for one of two year terms in order to establish staggered terms. The term of office shall run from September 1, and ending August 31. A member may serve a maximum of two (2) consecutive terms.

4. Election Procedures

- a. Election will be held at-large during the first two weeks in October. Only members of the Bank are eligible to vote.
- b. Members of each employee group named previously may file as candidates from their group. Candidates must file for office with the Executive Officer by September 15 of each year. A form will be provided.
- c. Voting will be by secret paper ballot. Ballots will be distributed through the school mail and collected in each campus office. Ballots will be returned within five working days of the election. The Executive Officer shall call a meeting of the Sick Leave Board of Directors to tabulate the ballots no later than one week following the election. New director shall be determined by plurality.
- d. Librarians, music teachers, special education teachers, etc. who are members of the Bank will be eligible to vote and/or be elected as representative per the "Home School" assignment.
- e. Professional personnel such as consultants, buyers, supervisors, diagnosticians, directors, principals, assistant principals, counselors, etc. will be eligible to vote and/or be elected in the administrative group.
- f. Itinerant professional personnel (foreign language liaisons, Homebound) will be eligible to vote and/or be elected as representatives in the senior high schools group.
- g. The Executive Officer will rule on the eligibility of all other personnel not covered above as to which group is to be assigned for such purposes.
- h. In the event that no one files as a candidate for any one or more of the positions of the Board of Directors, the Board shall fill such positions by appointment at the first Board meeting following the filing deadline. The selection will be made from the group which would be represented by vacant position.

C. Duties and Responsibilities of the Board of Directors

1. At the first meeting of the year for the newly elected Board Members, the Sick Leave Bank 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. A quorum shall consist of at least seven (7) Sick Leave Bank Board Members.
3. A member may be requested to appear before the Sick Leave Bank Board to substantiate his/her case.
4. The Sick Leave Bank Board of Directors shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days

requested.

5. A member may appeal the decision of the Sick Leave Bank Board by writing a letter to the Executive Officer requesting a personal appearance before the Sick Leave Bank Board of Directors.
6. The decision of the Sick Leave Bank Board of Directors will be final.
7. Vacancies on the Sick Leave Bank Board of Directors that arise during the school year will be filled by appointment by the Sick Leave Bank Board Members. The selection will be made from the group which was represented by the member who resigned.
8. The Associate Superintendent of Human Resources shall serve as the Executive Officer and voting member of the Board of Directors and will process all approved sick leave days for members to the payroll department.
9. Members of the Board serve on the Board in their capacity as employees of the District. Any decisions made by the Board are made in the cause and scope of their employment with the Pasadena Independent School District. The decisions of the Board are final.

SECTION VII - USE OF SICK LEAVE BANK FOR IMMEDIATE FAMILY

To make the bank a more significant benefit for the Pasadena ISD employees, the Sick Leave Bank has included the immediate family. This necessitates adoption of stricter guidelines to protect the Bank and the school district from excessive use of sick leave days.

A. Purpose

To provide additional sick leave days for members whose immediate family has suffered catastrophic illness or injury.

B. Definition of Immediate Family

Immediate family shall include and be limited to the spouse, naturally and legally adopted children, stepchildren and parents.

C. To apply for sick leave days the members must follow the same procedures as set forth in illness for the employee.

D. All regulations pertaining to the use and issuing of sick leave days will also be applied to the illness or injury of the family member.

E. Regulations that pertain to the use of the Bank for members of families:

1. The Bank will provide sick leave days to members only after they have experienced loss of five (5) days relating to injury or illness of family members in the current application.

2. The maximum number of days that may be granted to an employee for use with the sickness or injury of a family member is fifteen (15) days.

SECTION VIII - EXTENDED DAYS FOR EXTREME HARDSHIP DAYS

Upon a unanimous vote of the Board of Directors, the Board may provide a member up to thirty (30) additional days or fifteen (15) additional days for the illness of an immediate family member in extreme hardship cases. Individuals who request extended days from the Bank as defined in Section VIII, will be required to reimburse the Bank one (1) additional day for a total of four (4) days.

SECTION IX - FINAL DECISIONS

Procedures for deciding any questions not covered herein:

Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Board of Directors of the Sick Leave Bank, who will make a final decision.

SECTION X - EVALUATION, ASSESSMENT AND AMENDMENT PROCESS

- A. At the end of the first and all subsequent years of the Bank, a review of the program will be made by the Board of Directors of the Sick Leave Bank. The Board of Directors has the power to raise or lower maintenance requirements of the Bank based upon their review. Notification of the changes will be made to the membership prior to the September 1 of the year the change would be effective.
- B. Any substantial change in this program must also be approved by the Board of Trustees of the Pasadena Independent School District.

[Back to Sick Leave Bank home page](#)

[Back to Human Resources home page](#)