

**BOYD INDEPENDENT SCHOOL DISTRICT  
GUIDELINES FOR BOYD ISD SICK LEAVE BANK  
2018-2019**

**I. PURPOSE AND DEFINITION**

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the Bank in the event of non-elective surgery, catastrophic illness, or a temporary disability because of injury. Days must be requested from the Bank only after the member has exhausted all accumulated state and local sick leave and personal leave days.

Sick leave days from the Bank are days granted to a member, who through non pre-existing, unexpected catastrophic illness (including, but not limited to, illness as defined in the Boyd ISD health insurance policy), non-elective surgery, injury or other temporary disability, is unable to engage in or perform the substantial and material duties of his/her position.

Sick leave days from the Bank shall not apply to claims from intentionally self-inflicted bodily injury, suicide attempts, injury resulting from being intoxicated or under the influence of illegal drugs, or cosmetic surgery, except when performed to repair damage to the natural body caused by a covered illness or covered injury.

**II. MEMBERSHIP**

**Eligibility**

Membership in the Sick Leave Bank is limited to full-time & part-time employees (not temporary or regular substitutes).

**Procedures for Joining the Sick Leave Bank:**

1. Any employee is eligible to join the Sick Leave Bank during open enrollment or within thirty (30) days of hire, and may do so by contributing one (1) day of accrued or anticipated local personal leave. (One (1) day of state personal leave in the case of maintenance employees). Employees declining enrollment cannot join until the next open enrollment.
2. Open enrollment period for current employees is August 1-31 each year.
3. All personnel who voluntarily join the Bank within the enrollment period are eligible to apply for Sick Leave Bank benefits beginning on September 1.
4. New personnel employed after the enrollment period are eligible to join within 30 calendar days of hire.

**III. REGULATIONS CONCERNING CONTRIBUTION OF DAYS**

1. To become a member of the Bank, an employee must voluntarily contribute one (1) day of accrued or anticipated local personal leave or one (1) day of state personal leave in the case of maintenance employees.
2. Donated sick leave days become the property of the Boyd ISD Sick Leave Bank. All donations shall remain in force and cannot be returned to the employee upon cancellation of membership.
3. The day a Bank member donates is not cumulative and Bank membership must be renewed each year during open enrollment August 1 – August 31.
4. If the Sick Leave Bank reserve days fall below two and one half (2 ½) times the number of participating members on August 31, continuing participants must contribute one (1) day of accrued or anticipated local personal leave or one (1) day of state personal leave in the case of maintenance employees effective September 1 to renew Bank membership.

**IV. REGULATIONS CONCERNING GRANTING SICK LEAVE DAYS FROM THE BANK**

1. All requests to draw upon the Sick Leave Bank must be made upon a Sick Leave Bank form. All requests must be accompanied by a physician’s statement confirming the cause of illness or confinement and certifying the existence of a disability to perform assigned duties. The form/statement must be legible, signed by the physician, dated and completed in lay language. *In case an employee’s incapacity is such a nature that he/she cannot personally apply for days, the application may be submitted in his/her behalf to the payroll department by an authorized agent or member of his/her family.*
2. Request to draw upon the Sick Leave Bank must be submitted no earlier than two weeks prior to, but no later than 30 calendar days after eligible disability/illness. Request received after 30 calendar days will be denied. No further request for sick leave during that period of absence from work for that specific illness/injury will be accepted.
3. Conditions known to exist by the employee on or before the date of joining the Sick Leave Bank shall not be covered under provisions of the Sick Leave Bank.
4. Sick leave days from the Bank are days granted to a member who, through no pre-existing unexpected catastrophic illness (included but not limited to illnesses as defined in the Boyd ISD health insurance policy), non-elective surgery, injury or other temporary disability, is unable to engage in or perform the substantial and material duties of his/her position.
5. Sick leave days from the Bank shall not apply to claims from intentionally self-inflicted bodily injury, suicide attempts, injury resulting from being intoxicated or under the influence of illegal drugs, or cosmetic surgery except when performed to repair damages to the natural body caused by a covered illness or covered injury.
6. Days from the Bank shall be granted only for illness, injury, non-elective surgery, or other temporary disabilities, which necessitate an absence from work of five (5) consecutive days or longer per occurrence.
7. Pregnancy in general is not covered by Sick Leave Bank. However, complications arising from pregnancy may be considered by the Committee on an individual basis.

8. Personnel must abide by state policies requiring a statement from a doctor after being absent three (3) consecutive days.
9. The Bank may be used only by the individual member for his/her personal illness or injury.
10. Unused sick leave bank days are returned to the bank.
11. Sick Leave days from the Bank may not be granted for a period of disability when monies are paid to the member under the Workers Compensation Act.
12. The balance of unused days donated to the Bank is cumulative.
13. The maximum of Sick Leave Bank days that may be granted to an employee during the school year (September 1-August 31) will be fifteen (15) days and a maximum of fifty (50) days throughout his/her employment with Boyd ISD.
14. An employee shall lose the right to utilize the benefits of the Bank only by:
  - a. Termination or suspension of employment with Boyd ISD; or
  - b. Taking an approved leave of absence.