

## Administrative Management Guidelines

### SICK LEAVE POOL

The District sick leave pool shall be established by voluntary donations from District staff of local sick leave days for the purpose of assisting a fellow employee who has a catastrophic illness or disability. The plan can also be established for the employee who has an immediate family member with a catastrophic illness or disability, such as:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, or other individual who stands *in loco parentis* to the employee.

The employee may participate in the pool until he or she has used a maximum of 50 days from the pool and **will cease upon returning to work.**

### ESTABLISHMENT

A request for the establishment of a sick leave pool shall be made by submitting a request to the Human Resources Office for a Sick Leave Pool packet **at the time the employee is on medical leave.** To qualify for a pool, the employee must first have exhausted all paid leave (ie, local, state, and paid vacation days if applicable.). A request must be made before pool days are contributed. A family member may request pool days by submitting the following information:

1. Sick Leave Pool Request Form signed by the member requesting pool days and signed by the physician stating conditions which necessitate the request.
2. Dates of absences from work for catastrophic illness or injury.
3. The number of days requested.

If an employee is critically ill and unable to file a request for pool days, the school principal, immediate supervisor or department head may initiate the request at the request of the employee or a family member. **The request for sick leave pool shall be posted by the employee's supervisor at the work site.** If enough days cannot be generated from the home campus/location, district employees may be notified of the request for donated days by posting at other sites.

### RESTRICTIONS

The sick leave plan shall be created from voluntary contributions by District staff for a specific individual (Exhibit B). Contributions may consist of one to three local sick leave days per donor. Staff members may not contribute more than three leave days to the plan per school year. The days must be contributed in half or whole days. Only earned local sick leave days may be contributed to the sick leave pool. These days will be subtracted from the employee's local sick leave balance. A "day" granted to an employee shall be equivalent to the number of hours in that typical workday. The employee shall be paid at his or her daily rate.

## CESSATION OF PLAN

The sick leave pool shall cease to exist when the employee returns to work, or if the employee terminates employment, or when each voluntary donation reaches the three-day maximum contribution and/or the sick leave pool is exhausted with a maximum of 50 total days donated.

## LIMITATIONS

Catastrophic illness is defined as an extended **life-threatening** critical illness. It requires the services of a licensed medical practitioner for a period of time and an extended absence from work **for more than 50 days** for treatment or recovery where the absence extends after the employee has exhausted all accumulated state and local leave, personal leave, additional sick leave with salary deductions, and vacation days.

A signed physician's report stating the employee's medical situation meets the Districts' definition of a catastrophic illness, injury or impairment is required.

Use of the extended sick leave pool shall run concurrently with the Family Medical Leave Act.