

Sick Leave Bank (SLB) Summary

The purpose of the SLB is to provide eligible employees, who have exhausted all of their accumulated paid leave (excluding Personal Days) and would otherwise be on unpaid leave, the means of obtaining additional paid sick days upon proper approval. The SLB allows eligible employees time to be restored to health so that they may return to work. It is not the intent of the SLB to provide additional days off for elective surgery. Usage of SLB must be for a member's personal illness and not for the illness of family members. SLB will only be granted for circumstances that require four or more full days of consecutive absence.

Sick Leave Bank will take effect on the first day of the month following the new employee's official start date.

All members will have a maximum of 40 sick leave days available for use, per year. Sick leave bank is prorated by full time equivalency (FTE).

Administration

DPS employees established the SLB out of a desire to assist fellow colleagues who were in need due to illness or injury. The SLB will continue under the guidelines and procedures developed and administered by the Benefits Board, and approved by DPS and the participating employee associations.

Eligibility

All benefits eligible DPS employees working 20 hours or more (.50 FTE) who accrue sick time will be eligible for 40 days (320 hours) of Sick Leave Bank prorated by FTE. For employees working less than 1.0 FTE, 40 day will be provided, prorated by the FTE at time of leave. All eligible employees will be auto-enrolled in SLB

When an employee uses hours from his or her sick leave bank, the bank will be replenished to its full amount one year from the date the first day of sick leave bank was used

Application for Health Leave and SLB Day Usage

- When applying for medical leave, employees must submit a request and attach a Medical Certification form through [TruePay](#). For information on requesting a leave and to obtain the Medical Certification form [click here](#).
- Available Sick Leave Bank days will automatically be applied to the member's approved personal illness/injury leave. If the leave extends beyond the time the employee has exhausted all other paid leave accrual (sick a). Personal days may be requested to use after sick, SLB, and vacation is exhausted on a leave, by contacting Payroll at 3-3900 extension #2.

Guidelines

The following are the specific guidelines which Human Resources will use when determining the

merit of an application and the distribution of SLB days:

1. The applicant's own paid leave accumulation (sick) must be exhausted before the applicant is eligible to draw from the SLB. Future sick leave will not be advanced. Personally days may
2. If a member is currently on a Board-Approved or other personal leave, requests for SLB day usage will not be considered.
3. SLB days will only be granted for circumstances that initially require four or more full school/work days of consecutive absences.
4. No applicant will be granted more than 40 days per twelve month period. Each member's 12-month period begins with the first SLB day used.
5. Individuals who use the maximum number of SLB days within a 12-month period are not eligible for SLB day usage for one full year (i.e. Joe used his maximum SLB days with his first usage on Dec. 1, 2018. He would not be eligible to receive additional SLB days until Dec. 1, 2019.)
6. SLB days will be granted in the amount needed to extend paid status as close to the last day of the leave as possible, but no more than the appropriate annual maximum. The leave length and return to work date is defined by approved personal illness leave.
7. Disability due to **pregnancy** will be treated as any other disability. Sick Leave Bank can be applied for healing time during the first 6-8 weeks (depending on type of delivery). Sick Leave Bank days cannot be used during the "baby bonding" portion of a maternity leave.
8. SLB days will not be used in lieu of disability retirement.
9. SLB days will not be granted for elective surgery that could be scheduled during designated vacation periods or for treatment plans that could be scheduled outside normal work hours.
10. Members who are receiving temporary disability payments from the Workers' Compensation Insurance Fund, Short-term Disability, or Long-term Disability are not eligible to receive SLB days.
11. Members who are receiving payments from a third party as a result of an accidental bodily injury or sickness caused by the negligence or wrong-doing of a third party shall not be eligible to receive SLB days.
12. The SLB may be used only by the individual member for his or her own personal illness/injury and not for the illness of family members or to care for a newborn.
13. Approved SLB days will be granted to the member at their usual daily rate of pay. No employee shall receive more than his or her annual salary as a result of SLB assistance.
14. All granted but unused days must be returned to the SLB.
15. The first 12 weeks of the Family Medical Leave Act Leave (FMLA) runs concurrently with the employee's sick accrual days and SLB days. Any employee who has been absent three or more consecutive days must provide medical validation and must use all paid sick and vacation leave prior to being eligible for unpaid leave.

Appeal Process

Should Leave personnel have cause to believe an member may be drawing SLB days in violation of the Guidelines and Procedures, that employee shall be notified in writing by the Health Leave personnel and accorded an opportunity to appeal. The member can appeal in writing to Health Leave personnel within 10 working days of receipt of notification. A committee made up of Human Resources and employee association representation will review the case and the majority decision of the committee will be final. Any member found in violation shall be required to repay all obtained days and will be prohibited from

re-enrolling in SLB for a period of two years.

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