

ESSDACK SICK LEAVE BANK POLICY

Sick Leave Bank

To assist the ESSDACK Full-time employees who suffer prolonged illness or disability to work, a sick leave pool has been established as follows:

1. Each Full-time employee who wishes to participate in the sick leave bank **MUST** contribute a minimum of two (2) days to the sick leave bank during the first contract year of participation. For an individual to participate after his/her initial year, he/she shall donate a minimum of one (1) day to the pool for each contract year. Days contributed by a member become a permanent part of the pool and will not be refunded to the employee.
2. Each employee who wishes to offer a contribution to the bank must enroll during the open enrollment process held annually or within 3 days of their employment date if hired after open enrollment has occurred.
3. All sick days in excess of the maximum allowable 70 will be allocated to the sick leave bank, and the employee whose excess days were donated shall be deemed as participating during the year in which the excess days were donated. This is an automatic process.
4. **ONLY THOSE INDIVIDUALS PARTICIPATING IN THE BANK WILL BE ELIGIBLE TO APPLY FOR DAYS FROM THE BANK.**
5. Any eligible person who wishes to use the Sick Leave Bank must be under a doctor's care and present the complete application to the Executive Director who will present the request to the Committee. The application is attached to this policy.
6. Any employee who chooses to withdraw from the Sick Leave Bank and wishes to re-enter the Sick Leave Bank in a future year must contribute two (2) day upon re-entry.
7. Written notification of approval or other disposition of the application will be made by the Human Resources Clerk to the applicant.
8. Each employee, before using the Sick Leave Bank, must deplete his or her accumulated sick leave and all available vacation days.

9. The Sick Leave Bank may not be used to cover employees who are receiving pay or are eligible to receive pay from Worker's Compensation or KPERS disability.
10. At no time can an employee annually use more than 15% of the Sick Leave Bank days that have accumulated by July 1st. The sick leave pool year will run from July 1st through June 30th.
11. The Sick Leave Bank may be asked for donations from employees with the understanding that no employee can receive more than one hundred and eighty (180) days from the Sick Leave Bank in any given year.
12. The Sick Leave Bank cannot be used for family leave, the care of a child after birth, or bereavement except to the extent that it is medically necessary for the employee. Medical necessity must be verified by a doctor.
13. The pool is open to all full-time employees annually.

SICK LEAVE BANK APPLICATION

Please print

EMPLOYEE NAME: _____

POSITION: _____

WORK SITE: _____

MINIMUM # OF DAYS REQUESTED: _____

MAXIMUM # OF DAYS REQUESTED: _____

(You may either present this form to your doctor OR attach a letter from him/her to this application).

To your physician;

Please document illness/injury of the above named employee, the length of time needed for recovery and when you anticipate the employee may return to work.

Physician's Signature

Date

SICK LEAVE BANK COMMITTEE:

Approved _____ Denied _____ Number of days approved _____

Signature of Executive Director