

Policy 5825 - Sick Leave Bank

RISE Charter School Sick Leave Bank Policy

Purpose:

The purpose of the Sick Leave Bank is to alleviate economic hardship caused by an employee's disability due to illness or injury. The Sick Leave Bank may provide help with some continuation of pay until after exhausting all accumulated leave. The Sick Leave Bank is designed to help employees during extended or recurring illness, accidents, or surgeries beyond their accumulated sick leave. The contributed sick leave days will form a pool of days available to all eligible participating certified employees and full-time support personnel, based on the recommendation of the Sick Leave Bank Committee. Sick Leave Bank days may also be granted for pregnancy-related medical complications but not for regular maternity leave.

Contribution:

1. Employee Eligibility:

- a. Each certified employee and full-time support personnel are eligible to participate in the Sick Leave Bank.
- b. To participate, employees must contribute a minimum of two (2) sick days per school year.
- c. Employees must actively choose to join each school year, and a contribution of two (2) days must be made every year they choose to participate.
- d. Employees must contribute to the Sick Leave Bank each year in order to be eligible to apply for its use. If an employee elects not to contribute in a given year, they forfeit eligibility to access the Sick Leave Bank for that year, regardless of prior participation or contributions
- e. Employees who contribute for nine (9) continuous years will be vested in the plan and will no longer need to contribute but will remain eligible to use the Sick Leave Bank while employed full-time by RISE Charter School.
- f. Contributions will be deducted from the employee's annual sick leave entitlement.

Eligibility:

To be eligible to apply for the use of the Sick Leave Bank, an employee must:

1. Be a member and contributor for the current school year by contributing two (2) days (enrollment deadline is September 10th of each school year).
2. Have been absent from work due to illness, injury, or accident.
3. Have exhausted all accumulated sick leave, personal days, and have taken five (5) consecutive unpaid working days before becoming eligible to access the Sick Leave Bank.
4. Not be eligible for Sick Leave Bank use if receiving disability payments (e.g., social security, worker's compensation, or private disability insurance).
5. Maternity - If the request is related to medical complications affecting the mother or child due to childbirth, the circumstances may be eligible for consideration by the Sick Leave Bank Committee.
6. A routine or emergency cesarean section (C-section), in and of itself, does not qualify for Sick Leave Bank usage. Eligibility for the Sick Leave Bank in maternity cases requires documented medical complications beyond those typically associated with a standard or emergency C-section. Such cases will be reviewed by the Sick Leave Bank Committee for consideration.

Absences must be due to circumstances of an unavoidable nature to be considered for eligibility. The following situations are NOT considered valid reasons for accessing the Sick Leave Bank:

1. Elective or cosmetic procedures
2. Maternity or paternity leave

Application:

1. Employees requesting Sick Leave Bank days must submit an application in writing to the Sick Leave Bank Committee.
2. If approved, the employee must submit written documentation of the illness from a licensed medical provider at the time of application. Continued use of Sick Leave Bank days requires updated medical documentation to be submitted every 30 days.
3. Applications must be submitted using the **Sick Leave Bank Request Form** and the **HIPAA Privacy Authorization Form** to the Executive Director, who will then take the application to the Sick Leave Bank Committee.
4. The Sick Leave Bank Committee will review the application, verify eligibility, and determine if the request meets the policy guidelines. A majority vote from the committee is required for approval.
5. If there is a dispute over eligibility, the committee may require the employee to undergo an examination by a physician chosen and paid for by the district. ?????

6. Once the Sick Bank Committee makes their decision, they turn over their decision to the Board of Directors for their approval, also of the majority vote.
7. The Sick Leave Bank Committee will respond in writing to the applicant, detailing approval or denial with the reason for the decision.

Maximum Days Granted:

1. Fiscal Year Limits:

- a. Employees may be granted up to 20% of the total days available in the Sick Leave Bank, based on the number of contributions made after enrollment is completed on September 10th of each school year.
- b. The total number of days granted cannot exceed the number of days remaining in the employee's contract for that school year.
- c. No employee may receive more than 30 days from the Sick Leave Bank in a fiscal year or more than 60 days in a five (5) year period.
- d. Sick Leave Bank grants cannot be carried over to the next school year. All unused days will be returned to the bank.
- e. Once the Sick Leave Bank is depleted for the year, the bank will cease operation for the remainder of the school year.

Sick Leave Bank Committee:

The Sick Leave Bank Committee shall consist of the following five (5) members:

1. Executive Director (Chair)
 2. Principal
 3. RISE Elementary School Representative
 4. RISE Middle School Representative
 5. RISE High School Representative
- The Executive Director will serve as the chair of the committee.
 - The committee representatives will be selected at the beginning of each school year by the Executive Director.
 - The minutes and decisions of the committee will be recorded by the RISE Board Clerk.
 - The committee is responsible for reviewing applications, making decisions, and reporting decisions in a timely manner.
 - All members of the committee must be present to consider applications or conduct any business. A decision requires a majority vote from both the committee and approval from the Board of Directors.

Sick Leave Donations:

Employees are permitted to donate to a specific employee in need by filling out a Designation Form, designating the receiving employee and number of days to donate. The days donated will be added to the receiving employee/s sick days benefit. Any sick days donated must be taken and posted during the current fiscal year in which the days were donated. Any donated days that aren't used by the end of the fiscal year will be returned to the employee who donated them. All PERSI regulations will apply. Sick Leave Designation Forms can be requested from a member of the Sick Leave Bank Committee. A completed form must be submitted to the RISE Charter School Secretary by the 10th of the month for payroll considerations.

Conclusion:

The Sick Leave Bank program is designed to assist RISE Charter School employees who face unexpected, extended absences due to illness, injury, or surgery. Participation in the program is voluntary, but employees must meet the requirements for eligibility, contribution, and application to utilize the bank. The Sick Leave Bank Committee is responsible for managing requests and ensuring fairness and transparency in the distribution of sick leave days.

Legal Reference:

Policy History:

1st Reading: March 17, 2025

2nd Reading: April 21, 2025

Adopted on: