

5825 – Sick Leave Bank Policy

In accordance with Idaho Code and RISE Charter School's commitment to supporting staff during unforeseen circumstances, RISE Charter School establishes the following Sick Leave Bank policy:

Purpose:

The Sick Leave Bank provides a voluntary mechanism for staff members to assist colleagues who are experiencing extenuating personal or family circumstances requiring extended leave and who have exhausted their own accrued paid time off (PTO) and/or sick leave.

Eligibility and Participation:

Participation in the Sick Leave Bank is entirely voluntary. All certified and classified staff members employed by RISE Charter School are eligible to donate paid leave under this policy.

Donation Guidelines:

1. Any staff member may choose to donate all, some, or none of their accrued personal PTO or sick leave days to a specific colleague in need.
2. Donations are to be made by completing Form 5825F1, which authorizes the transfer of specified leave days.
3. Days donated are credited directly to the recipient employee for use during the current school year only.
4. Donated days may not be carried over by the recipient into the next school year.

Use and Return of Donated Days:

1. Donated days may only be used by the designated recipient employee for qualifying circumstances and are subject to administrative approval.
2. Any unused donated days at the end of the school year, or after the recipient returns to work and no longer requires them, will be returned to the original donor.
3. The school administration will maintain accurate records of donated and returned days and ensure compliance with this policy.

Limitations:

1. Donated days are not transferable for monetary compensation.
 2. This policy does not override or replace any protections provided under federal or state leave laws, such as the Family and Medical Leave Act (FMLA), if applicable.
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Administrative Responsibility:

The school administrator or their designee shall be responsible for the implementation and oversight of this policy, including:

- Reviewing and approving donation and usage requests.
 - Ensuring proper documentation via Form 5825F1.
 - Maintaining confidentiality of all employee health and leave information.
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Legal Reference:

- Idaho Code § 33-1216 through § 33-1218 (pertaining to leave for certificated personnel)
- Other applicable state and federal laws