

Barbers Hill Independent School District

DONATED SICK LEAVE PLAN Guidelines 2011-2012

PURPOSE OF THE PROGRAM

The purpose of the Barbers Hill I.S.D. Donated Sick Leave Plan is to provide additional local sick leave days on an as-needed basis to another full-time employee in the event of a prolonged catastrophic illness or accident. Any full-time employee who has accrued local sick leave may donate sick days on an as-needed basis for the relief of another full-time employee.

ELIGIBILITY FOR ASSISTANCE

To be eligible for a sick leave donation, the employee must have at least one year of service to the district. To be eligible, a catastrophic or serious health condition must be evident that makes the employee unable to perform functions of his or her position due to catastrophic illness or injury. A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned and to lose compensation from the state.

The criteria will include but not be limited to:

1. any permanent loss of vision
2. any permanent loss of speech
3. a malignancy that requires extensive surgery, ongoing radiation and/or chemotherapy
4. hospitalization for extended periods of time
5. a severe head injury
6. a severe accident
7. any severe condition which involves multiple systems
8. conditions which require extensive surgeries

For the purpose of the Donated Sick Leave Plan, the term "immediate family" will include: spouse, 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*, parent, stepparent, or other individual who stands *in loco parentis* to the employee.

Regular sick leave is designed for coping with routine illness, even if occasionally some people do overuse their days. The Donated Sick Leave Plan aims at protecting employees only from the extraordinary bad fortune of having a severe and protracted illness or injury combined with a substantial loss of income.

Donated Sick Leave Plan benefits are not available in the following circumstances: injuries resulting from or which the employee is intoxicated or under the influence of any controlled substance unless it has been administered on the advice and/or prescription of a physician and has not been voluntarily misused or abused.

Worker's Compensation claims are not allowed under the Donated Sick Leave Plan and employees cannot request days under these circumstances.

All accrued sick leave days, personal leave days, vacation days, compensatory time, workers' compensation allowance and non-duty days must be expended before an employee is eligible to receive days through the plan. The Extended Sick Leave benefit [see Board Policy Manual DEC(LOCAL)] of 30 days at one-half pay for employees who have been employed for at least five consecutive years may be used after an employee's donated sick leave plan days are exhausted.

An employee may receive a maximum of 30 days of donated sick leave days per entitlement period through the Donated Sick Leave Plan. In no case will the granting of leave from the Donated Sick Leave Plan cause an employee to receive more than his/her daily rate. Also, in no case will an employee be granted more days than their normal contract or employment year allows.

REQUEST PROCEDURES

Requests for assistance through the Donated Sick Leave Plan will be made to the principal or supervisor of the employee requesting assistance. The principal/supervisor will then submit the request to the Personnel Director. The Personnel Director will then convene the Board to consider the request.

An attending physician's statement and any other substantive evidence must be provided to the Board before a decision is rendered. The Board reserves the right to request a second medical opinion if it so determines that such an opinion will confirm or clarify the condition or illness of the employee requesting leave. The cost of a second opinion will be borne by the employee.

The Board will review the request within ten (10) working days after a request is received by the chairperson of the Board. The decision of the Board will be final.

DONATED SICK LEAVE PLAN BOARD

The Donated Sick Leave Plan Board will consist of fourteen (14) voting representatives from the following groups:

Administrative Staff	1	Stephanie Gage
Kindergarten Center Teaching Staff	1	Jaclyn Yates
Primary School Teaching Staff	1	Stephanie Martin
Elementary School Teaching Staff	1	Cara Miller
Intermediate School Teaching Staff	1	Barbara Methner
Middle School Teaching Staff	1	Lizzie Gaines
High School Teaching Staff	1	Sandy Pentecost
Alternative School Teaching Staff	1	Missy Frazier
Professional Support Staff (counselors, nurses, diagnosticians, librarians, etc.)	1	Cindy Griffin
Clerical Staff	1	Geri Taylor
Food Service Staff	1	Susan LeBlanc
Maintenance/Operations Staff	1	Susan Davis
Transportation Staff	1	Becky Nelson
Paraprofessional Staff (aides)	1	Denise Nicholson

In order for the Board to make a decision on a request for sick leave days, a quorum of eight (8) members must be present. A simple majority vote will be required for a request to be approved by the Board. Five members of the quorum of eight will need to vote “yes” to grant approval of donated sick leave days.

The Assistant Superintendents of Personnel and Finance will serve as non-voting members of the Board. Their role will be to provide continuity to the program and to assist in the record keeping associated with the Donated Sick Leave Plan.

DONATING LOCAL SICK LEAVE

All information regarding donations, including names of donors and number of days donated, will be kept strictly **CONFIDENTIAL**.

PROCEDURES FOR DONATION

1. When the Board has approved the request of an individual seeking donations, it will then forward the request to the campus principal/supervisor.
2. The campus principal/supervisor will notify all full-time employees of the request on the recipient's home campus or department.
3. The maximum allowable donation per employee is five (5) days per entitlement period. The minimum allowable donation for any individual case is one (1) day. An employee must maintain a balance of at least five (5) local days after the donation is deducted to qualify as a donor.
4. Only local sick leave days will be donated. Days that were "banked" prior to the 1995-1996 school year are not eligible to be donated. State sick or personal days will not be donated.
5. The Personnel Director will collect all donor forms. If there are not sufficient donations from the home campus or department, then the request will be sent to other campuses/departments.
6. The Personnel Director will forward all completed donor forms to the Payroll Office. If more donations are made than needed for a recipient for that pay period, the donations to be used will be randomly selected. Unused donations will be retained until the next pay period in the event that they will be needed. Any unused donations will be returned to the donor not later than June 30 of each entitlement period.
7. The Payroll Office will inform the donor when their days are used and will inform the recipient whether or not their request for donations was partially or fully met.

The entitlement period is defined as July 1 to June 30 annually.

BARBERS HILL INDEPENDENT SCHOOL DISTRICT

DONATED SICK LEAVE PLAN

DONATION FORM

On DATE the *Donated Sick Leave Plan Board* approved a request for donated sick leave days for NAME, POSITION. If you would like to donate any of your local sick leave days, please complete the information below.

I agree to donate _____ days(s) of my accumulated local sick leave to the employee specified above. I understand that the days donated, up to a limit of 30 days per school year, will be used by this individual for a catastrophic illness or accident as defined in the *Donated Sick Leave Plan Guidelines (see back of sheet)*. Maximum allowable donation per employee is five (5) days per school year. Minimum donation is one (1) day. I also understand that I must maintain a balance of at least five (5) local days after the donation is deducted to qualify as a donor.

If more days are donated than needed, then donations will be randomly selected for use. Any unused donations will be returned to the donor. All donations are strictly confidential.

Please return this form to Barbara Ponder in the Personnel Office.

Signature of Donor

Campus/Department

Date

FOR PAYROLL OFFICE USE ONLY

Number Days Used: _____

Date: _____

Number Days Returned: _____

Date: _____

Reason Returned to Donor:

More than 30 day of donations received

Donor did not have balance of 5 days.

Donor had no local sick leave days.

Other _____