

# **Barbers Hill Independent School District**

## **DONATED SICK LEAVE PLAN Guidelines 2019-2020**

### **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 or absences (including pregnancy), 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.

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**

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

Requests for assistance and subsequent donations through the Donated Sick Leave Plan (DSLPP) may be made in one of two ways:

- The employee makes a request to the Assistant Superintendent of Personnel who will review the request and submit to the DSLPP Board for consideration. If approved, the request form will be sent to all District employees.
- If the employee requests privacy and does not wish to make the medical condition known to the DSLPP Board, he/she may make a written request to the Superintendent for consideration. If approved, the request form will be given to the employee and he/she may contact individuals who may wish to donate days.

In either situation, an attending physician's statement and any other substantive evidence must be provided before a decision is rendered. The Superintendent or DSLPP 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.

## **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 | Colleen Goundry    |
| Early Childhood Center Teaching Staff   | 1 | Jaclyn Fagg        |
| Elementary North Teaching Staff   | 1 | Cara Miller        |
| Elementary South Teaching Staff   | 1 | Rita Bieber        |
| Middle School North Teaching Staff  | 1 | Natalie Seymour    |
| Middle School South Teaching Staff  | 1 | Lizzie Gaines      |
| High School Teaching Staff  | 1 | Chelsea Carrell    |
| Alternative School Teaching Staff   | 1 | Jennifer Biddy     |
| Professional Support Staff  | 1 | Selena Ramsey      |
| (counselors, nurses, diagnosticians, librarians, instructional technologists, etc.) |   |                    |
| Clerical Staff  | 1 | Stephanie McAnally |
| School Nutrition Staff  | 1 | Susan LeBlanc      |
| Maintenance/Operations Staff  | 1 | Susan Davis        |
| Transportation Staff  | 1 | Becky Nelson       |
| Paraprofessional Staff  | 1 | Candy LeBouf       |

In order for the Board to make a decision on a request for sick leave days, a quorum of eight (8) members participate in the vote. 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 Superintendent or Donated Sick Leave Board have approved the request of an individual seeking donations, the Assistant Superintendent of Personnel will prepare the donation form and distribute accordingly (see request procedures).
2. 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.
3. 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.
4. The Assistant Superintendent of Personnel will collect all donor forms.
5. The Assistant Superintendent of Personnel 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.
6. 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.