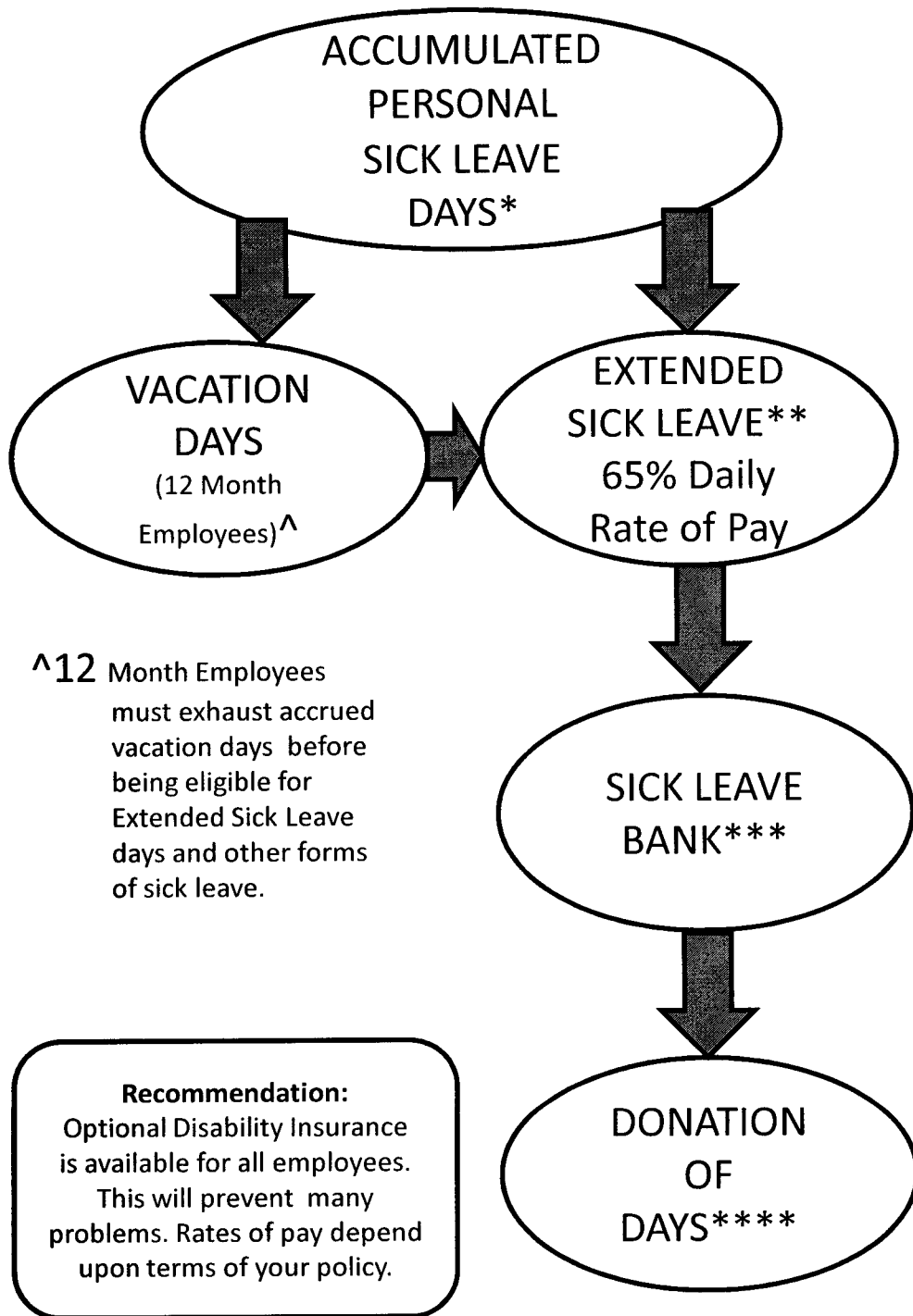


# WEBSTER PARISH SICK LEAVE FLOW CHART



**\*SICK LEAVE DAYS**

Employees must exhaust personal sick leave days before other types.

**\*\*EXTENDED SICK LEAVE**

65% of daily rate of pay  
Catastrophic Illness ("life-threatening")  
Limited to 90 days per 6 year time period

**\*\*\*SICK LEAVE BANK**

Must have donated at least one day per year to be a member of the bank;  
Must join during the first two weeks of school or within one week of employment;  
Withdrawals must be approved by the SLB Committee;  
Rate of Pay: 100%

**\*\*\*\*DONATION OF DAYS**

Donor must have at least 50 days of sick leave remaining after donation;  
Maximum of 3 days/donee/year;  
Maximum of 10 days donation by donor per year;  
Donees are limited to receipt of 50 days per 3 year period.  
Rate of Pay: 100%

**^12 Month Employees** must exhaust accrued vacation days before being eligible for Extended Sick Leave days and other forms of sick leave.

## **SICK LEAVE BANK**

The Webster Parish School Board recognizes that major illnesses and catastrophic injuries may warrant the need for additional sick leave days by an employee. The sick leave bank option provides an opportunity for employees to donate sick leave days, which in turn may be used by employees in the event of a catastrophic illness when their own sick leave days have been exhausted.

A catastrophic illness, disability or injury is defined as a severe condition or combination of conditions that (a) affect the physical or mental health of the employee or immediately family member; (b) result in a life-threatening or life function altering condition; and (c) require an extended period of absence from work. Pregnancy is not considered a catastrophic illness. However, complications resulting from pregnancy may be considered catastrophic.

Donations of sick leave days from the Sick Leave Bank shall be based on a written application submitted by an employee to the Sick Leave Bank (SLB) Committee. The SLB Committee will consist of the Personnel Director, Director of Business/Finance, and a Supervisor appointed by the Superintendent. Committee members may have a designee from their staff to serve on the committee in their absence.

A majority vote of members of the SLB Committee is necessary to approve a member's request. The Committee shall notify the employee of its decision to approve or deny the request within 15 days of the receipt of the request. Appeals of the SLB Committee's decision may be made to the Superintendent. The Superintendent reserves the right to ask the applicant to undergo a medical review by a second opinion physician at the system's expense. The Superintendent's decisions shall be final, and such decisions shall not be subject to review by the School Board or subject to the Board's grievance procedures.

### **DONOR ELIGIBILITY**

1. All full-time employees who are eligible for sick leave and who have completed (1) year of continuous service with the Webster Parish School Board will be eligible to participate.
2. Contribution of sick leave days from employees shall be made directly to the Sick Leave Bank and not directly to individual employees. Three (3) separate accounts shall be established within the Sick Leave Bank: one for certificated employees, one for bus drivers, and one for other school employees. Contributions to the Sick Leave Bank shall be credited to the appropriate account depending on the classification of the donor.
3. All donations shall be strictly voluntary. Contributions shall be made during the first two weeks of school or within one week of employment. Employees must complete the enrollment form and donate at least (1) day per current school year to be a member of the bank. The donated days will be subtracted from the member's accrued sick leave balance and become the property of the Sick Leave Bank. Once executed, all contributions are irrevocable.
4. Continued participation in subsequent fiscal years is required annually.
5. All donations shall be in units of whole days.
6. Only contributors to the bank will be eligible to apply for benefits to use the Sick Leave Bank.

7. Enrollment in the Sick Leave Bank does not guarantee that an employee will receive benefits from the Sick Leave Bank. Each request for withdrawal of benefits will be evaluated and a decision made based on the specifics of the request.
8. A member of the Sick Leave Bank will lose the right to apply and be eligible for benefits by:
  - a. Termination of employment.
  - b. Suspension with or without pay during the period of suspension.
  - c. Being on approved leave of absence.
  - d. A member's voluntary cancellation of his/her membership.
  - e. Any abuse or misuse of the rules of the Sick Leave Bank.

#### RECIPIENT ELIGIBILITY

1. Use of the Sick Leave Bank will be limited to the number of days (or value) in the bank during each year.
2. The maximum number days that can be granted and withdrawn to any one member in each fiscal year will be thirty (30) days (or value) available within the Sick Leave Bank.
3. Members must use all available sick leave, personal leave, accrued vacation leave (if applicable), extended sick leave, medical sabbatical leave (if applicable), or any other type of leave before receiving days from the Bank. A member who suffers a qualifying catastrophic illness may apply for a grant from the Sick Leave Bank on the appropriate form.
4. If a member is granted days from the Sick Leave Bank and does not use all of the days, the unused Sick Leave Bank days will be returned to the bank.
5. Leave from the Sick Leave Bank may not be used for a disability that qualifies the member for Workmen's Compensation benefits or disability retirement.
6. A catastrophic illness may require intermittent usage of the bank by a member. Each separate application for a grant from the Sick Leave Bank must include a new physician's statement on the appropriate Sick Leave Bank Request for Days Form.
7. Normal pregnancy with normal delivery will not be covered under this Sick Leave Bank policy. Any absences associated with complicated pregnancies will only be eligible for Sick Leave Bank consideration according to the following guidelines:
  - a. Any days absent prior to the birth with a doctor's note verifying the complicating condition and the need to be off work will be eligible for consideration.
  - b. Any days beyond six (6) weeks (30 days) after the birth with a doctor's note verifying the complicating condition and the need to be off work will be eligible for consideration.
8. Addictions or the abuse of drugs, alcohol or other prohibited substances will not be covered under the Sick Leave Bank policy.
9. All requests to draw upon the Sick Leave Bank must be made on a Sick Leave Bank Request for Days Form and submitted to the SBL committee within thirty (30) calendar days of the date first eligible for the grant.
10. All requests to draw upon the Sick Leave Bank must be accompanied by the Physician's Statement Form confirming the cause of the catastrophic illness or confinement and certifying the existence of a disability to perform assigned duties. **The employee's physician must**

**personally sign the form.** The SBL committee will not honor any physician's statement unless it is on the official Physician's Statement Form or if it is signed with a stamp or facsimile signature.

11. Donated sick leave shall not be used on an intermittent daily basis.

#### MISCELLANEOUS PROVISIONS

1. The Webster Parish School Board reserves the right to amend the Sick Leave Bank program at any time.
2. All transactions shall become part of the permanent personnel and payroll files of the employees. Act of Donation Forms shall be placed in donor personnel and payroll files depicting the actual number of days deducted from accrued sick leave days on file after the donation is made.
3. Sick Leave Bank Days shall not be carried over from school year to another or from one fiscal year to another. Sick Leave Bank days (or value) not used in any one fiscal year will be forfeited at the end of the fiscal year. The Sick Leave Bank shall start anew each successive fiscal year.
4. The number of days withdrawn from the Sick Leave Bank shall not exceed the number of days available with the appropriate account of the Bank.

## **Sick Leave Donation Policy**

The following guidelines shall apply:

1. A donor's sick leave balance shall be fifty (50) days or more after the donation is processed and posted to the employee file. The donation shall be reduced to an amount which will result in a balance of fifty (50) days.
2. Request to donate must be submitted on a Donation of Sick Leave Form.
3. The donor is limited to a maximum of three (3) days per donee per year.
4. No more than ten (10) days may be donated in a fiscal year by one donor.
5. Personnel eligible to receive a donation shall have five (5) days or less of accumulated sick leave.
6. The Superintendent and/or Director of Business/Finance may waive any of the aforementioned guidelines when causes may be considered catastrophic and supported by a physician's statement.
7. Donations not approved may be appealed to the Superintendent and Director of Business/Finance. Additional information (Physicians statement, etc.) should be submitted with the appeal to document the Donor and/or Donee's need for a donation.
8. Final appeal shall be to the Personnel Committee of the Webster Parish School Board. A written request shall be submitted to the Superintendent.

Date: \_\_\_\_\_

To: Webster Parish School Board – Payroll Department

From: \_\_\_\_\_

SSN \_\_\_\_\_

Subject: Transfer of Sick Leave

I \_\_\_\_\_, authorize you to transfer \_\_\_\_\_ days of my accumulated sick leave to the account of \_\_\_\_\_, whose social security number is \_\_\_\_\_.

Witness: \_\_\_\_\_

\_\_\_\_\_  
Signature of Donor

Witness: \_\_\_\_\_

\_\_\_\_\_  
Notary

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_.

Approved by:

\_\_\_\_\_  
Director of Business/Finance

\_\_\_\_\_  
Superintendent

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