

Needville Independent School District  
Catastrophic Sick Leave Bank Policy

I. Purpose and Definition:

- A. The sick leave bank is a benefit to assist employees in dealing with prolonged, severe, or life-threatening conditions that force them to exhaust paid leave and would otherwise result in a loss of income. The sick leave bank is a collective deposit of local sick leave days received from enrolling employees and subsequent contributions from members. All days deposited in the bank become the property of the sick leave bank and are no longer available for use by the individual employee as accrued leave.
- B. Catastrophic illness – A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of 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 by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

II. Membership:

- A. Any NISD employee who earns sick leave
- B. Employee must contribute 1 local sick leave day per year for two (2) consecutive years
- C. Employee must join by September 1 or 30 days from the date of employment.
- D. Only members may withdraw from the bank.

III. Regulations:

- A. Members must contribute 2 local sick leave days.
- B. Donated days become the property of the bank and will not be returned
- C. Withdrawals must be repaid at a rate of 2 local sick leave days per year beginning with the 2018-2019 school year. Days borrowed prior to September 1, 2018 shall be grandfathered at the rate of one (1) day per year.
- D. If the number of available days in the bank falls below 1 day per member, all members must contribute 1 additional sick day
- E. If employee leaves district and later returns, new membership guidelines apply for re-enrollment
- F. If employee leaves district owing repayment of borrowed days to the bank and later returns, he or she must continue repayment
- G. Any unused local leave days of persons leaving the district will become property of the bank

- IV. Regulations of Granting Days From the Bank:
  - A. Request for days will not be granted until the member has contributed their second (2<sup>nd</sup>) local sick leave day to the bank.
  - B. Pre-existing conditions – Conditions for which an employee received medical advice or treatment within the last 12 months before enrollment will not be covered for the first year following his or her enrollment in the bank.
  - C. Days will be granted only after all other sick (local and state), personal (local and state) and 5 extended days are used
  - D. Days will be granted only for catastrophic illness, surgery, or injury.
  - E. Days will be granted only for paid working days.
  - F. Employees may be granted 20 days at one time. A request for additional 10 days may be considered if there is a continuing need for a maximum of 30 days.
  - G. The maximum number of days a member can request cannot exceed the number of working days left in the school year/contract.
- V. Loss of Membership Rights:
  - A. Termination of employment
  - B. Cancellation of membership
  - C. Failure to repay withdrawn days
- VI. Procedures of Applying for Withdrawal:
  - A. Request shall occur within first 10 workdays of exhausted leave (out of days)
  - B. Family may file for member if necessary
  - C. Requests must contain statements from member and from physician
  - D. Application for CSLB is available from administration or District website
  - E. CSLB may refuse request if forms are not filled out correctly
  - F. CSLB board may require a second physician's opinion to be paid by the district
- VII. CSLB Governing Board:
  - A. Composition - 8 members
    - 1. 1 teacher representative from each campus (4 total)
    - 2. 1 representative for the paraprofessional staff (1 total)
    - 3. 1 representative from food/bus/maintenance staff (1 total)
    - 4. 1 representative from the school nursing staff (1 total)
    - 5. 1 representative from administration (1 total)
  - B. Must have been a member for 2 consecutive years
  - C. Recording and maintaining of records and minutes, membership, elections, requests, etc. shall be the responsibility of the CSLB board and reported to central administration

- D. Board members will be elected from all members of the bank
- E. Election Procedures
  - 1. Elections shall be held on or before September 15 of each year. Only members of the CSLB are eligible to vote.
  - 2. Committee members must be eligible members of the CSLB. Committee representatives will be elected by the eligible members in the group they represent.
  - 3. The name of the representative of each group will be submitted within one week of the date of the election.
  - 4. The committee chair shall supply each campus with a list of eligible CSLB members on that campus. The chair shall also rule on the eligibility of all elected personnel should questions arise.
- F. Serve four year terms-rotating members every two years: September 1 - August 31

VIII. Appeal Process:

- A. Letter must be submitted to CSLB Board or appeal in person to the board
- B. All appeals must be made with at least five board members present
- C. Second appeals may be made to the NISD superintendent or designee

IX. Use of Leave for Family:

- A. Immediate family - father, mother, (in-laws), child, spouse
- B. Requests may be granted for CSLB members needed to care for immediate family with catastrophic illness/injury
- C. Applications, granting, and other regulations outlined above all apply