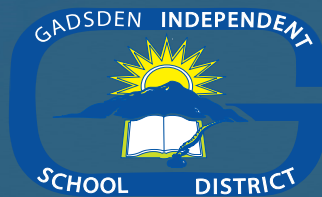


Gadsden Independent
School District

Sick Leave Bank/ Transfer of Leave



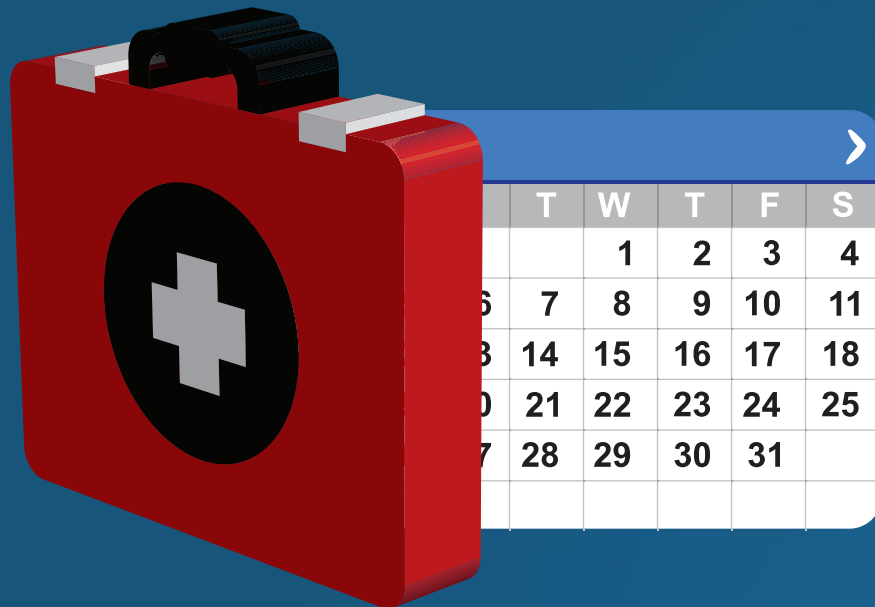
Barbara A. Browder
Human Resources
Executive Associate
Superintendent

Sick Leave Bank

The Sick Leave Bank was established to partially meet with the needs of its employee members in times of debilitating illness or accidents needing extended absence from work. The bank has set parameters, it should not be viewed as an alternative to disability insurance. Please visit your Benefits Representative for disability insurance information.

The following are the set parameters:

1. An Extended Leave form must be submitted to Supervisor, Executive Associate Superintendent for Human Resources and Finance. It must be approved before applying for the Sick Leave Bank.
2. Maximum days awarded from the bank is (40) days and the committee will reserve the right to determine the number of days awarded.
3. For new members 1 day of sick leave will be deducted as soon as you accrue one day. Keep in mind you are not an active member until you have been deducted 1 day of general leave to join the sick leave bank.



Sick Leave Bank Membership Form

Gadsden Independent School District

I hereby authorize the Gadsden Independent School district to reduce my general leave balance by one (1) day and contribute that day to the Sick Leave Bank. I understand that this contribution constitutes membership in the Sick Leave Bank and that, pursuant to the terms and conditions for the policy, in the future years I may be required to donate additional days to maintain the membership.

Name _____ Position: _____
Social Security _____ School Site _____
Signature _____ Date _____
_____ I am already a current member
Previously used name: _____

Sick Leave Bank

An employee may join the bank and become a member by completing an application and contributing (1) day of sick leave to the bank. Contributions to the bank are not refundable. Applications for membership in the bank will be accepted prior to October (1) of each year within thirty (30) calendar days after an employee is hired whichever is later.

The Sick Leave Bank shall be available to a member who suffers a long-term disability which requires extended hospitalization or home confinement and for which no worker's compensation benefits are available. If the member's application for days is accepted, the committee will reserve the right to determine the number of days awarded.

The Sick Leave Bank Committee shall be composed of six (6) employees representing classified, certified and administrators. The committee will include a union representative. Appointments will be made annually. The committee shall elect a chairperson at its first meeting. Decisions shall be made by majority vote to the bank. A member shall be eligible to withdraw days from the bank provided the employee has contributed at least one (1) day to the bank.

If the total number of days in the bank is reduced to one hundred eighty (180) days, the committee will require members to donate an additional day to the bank. All members will be provided written notice of the need for additional donations. Sick Leave Bank memberships will continue, providing the member contributes the additional day. Previously donated days shall not be refunded to an employee upon termination of membership or employment.

A member who has applied to the bank for sick days may attend the meeting at which the committee will review the application. A representative may accompany the member at the meeting or the representative may attend alone on behalf of the member. The committee shall have sole authority to approve or disapprove applications for bank benefits. The decision of the committee shall be final. Decisions of the committee shall not be subject to the grievance procedure.

THE APPLICATION FORM IS AVAILABLE TO YOU DURING IN-PROCESSING, ORIENTATION
AND THE BEGINNING OF EACH SCHOOL YEAR.

History of the Bank

- ✓ In 1982, a committee of GISD employees studied the Sick Leave Policies.
- ✓ The committee proposed that a Sick Leave Bank be established, as a way to assist fellow employees.
- ✓ The Bank was established the 1984-1985 school year.
- ✓ In the history the Bank, the bank has been reduced to less than 180 days only twice. Members were asked to contribute an additional day totaling 872 days in the school year 1997-1998.
- ✓ Transfer of Leave (GISD Board Policy GCCG) 2015-2016.



**SICK
LEAVE**

Transfer of Leave Policy GCCG

Any full-time employee experiencing a medical emergency, regardless of membership in the Sick Leave Bank, may solicit accrued annual or sick leave from another employee, and any employee may donate, or transfer, accrued annual or sick leave to another employee/recipient experiencing a medical emergency who has solicited a donation of annual or sick leave. The maximum lifetime receipt of transferred or donated leave for any individual employee shall not exceed forty (40) days.

Advisory Committee- In order to determine whether an employee is eligible to solicit paid leave from another employee through the Leave Transfer Option (i.e., the circumstances of the employee meet the definition of a medical emergency), the Superintendent shall appoint an Advisory Committee consisting of at a minimum, one health education professional, one support staff member, one licensed teacher and one professional supervisory person. The Advisory Committee, shall make recommendations to the Superintendent regarding the number of transferred paid leave days that an employee could be awarded, as a result of a medical emergency, through solicitation. The Superintendent will make the final determination of an employee's eligibility and the number of days that may be awarded. The decision of the Superintendent shall be final.

Eligibility- In order for an employee to be eligible to solicit accrued annual or sick leave from another employee, the soliciting employee shall: Be a full-time employee (an employee eligible to earn sick leave); have a "medical emergency" as defined in this policy; have exhausted all earned/accrued leave of any nature or kind including compensatory time and be eligible for an unpaid leave of absence; not be eligible at the time of request for disability benefits, including but not limited to Social Security; submit a certified document by a health care provider that describes the nature, severity and anticipated duration of the emergency medical condition of the recipient and that includes a statement that the recipient is unable to work all or a portion of the recipient's work hours; and any other information that the District may reasonably require. Leave Transfer Option Application forms, which include the process to be used by employees when soliciting leave and for employees donating leave, shall be available in the Human Resources Department at the Gadsden Administrative Complex.

Limits to Donations- donations will be limited by organizational structure or unit; in other words, the soliciting employee must be a member of the same organizational unit as the employee from whom leave is being solicited. For the purposes of this policy, "organizational units" shall be defined as: Unit 1) support staff employees; Unit 2) licensed (certificated) professional educators; Unit 3) central office and building level professional staff supervisory personnel. Employees in Unit 1 may solicit, and receive, leave days from employees in all three Units; employees in Unit 2 may solicit, and receive, leave days from employees in Units 2 and 3 only; and employees in Unit 3 may solicit, and receive, leave days from employees in Unit 3 only. The person donating may only donate already accrued leave up to twenty (20) days and shall maintain in accrued leave at least twenty-eight (28) days of sick leave (or the equivalent) at the time of the donation. All unused donated leave shall revert to the donating employee(s) on a prorated basis. The maximum lifetime receipt of transferred or donated leave for any individual employee shall not exceed forty (40) days.

Maximum Lifetime Benefit from Sick Leave Bank and Leave Transfer- Nothing in this policy shall prohibit a District employee from seeking relief from both the Sick Leave Bank and the Leave Transfer Option provided the total combined lifetime number of leave days granted to any individual employee does not exceed forty (40).

GADSDEN ISD
Human Resources

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