

MESQUITE ISD SICK LEAVE BANK

The Sick Leave Bank is a benefit for all eligible Mesquite ISD employees.

SECTION I PURPOSE

The purpose of the Sick Leave Bank (Bank) is to provide additional sick leave days to members of the Bank in the event of critical illness, medically-necessary (non-elective) surgery, or other injury-related temporary disability which renders him/her unable to perform the duties of his/her position.

SECTION II MEMBERSHIP

A. ELIGIBILITY

All employees who receive district benefits and contribute one or more personal local days shall be eligible to participate.

B. FOR JOINING THE SICK LEAVE BANK

1. Eligible employees desiring to join the Bank shall complete the membership authorization form to donate a personal local day and submit the form to their Facility Representative.
2. The enrollment period shall be from the first day of the school year until September 10.
3. All personnel who join the Bank within the enrollment period are eligible for the Sick Leave Bank benefit beginning with their first official day of work.

SECTION III REGULATIONS CONCERNING CONTRIBUTION OF DAYS

- A. To continue as a member of the Sick Leave Bank, an employee must contribute one additional personal local day after every five years of employment in the district.
- B. The day(s) contributed become the property of the Mesquite ISD Sick Leave Bank. All donations will remain in force and cannot be returned even upon cancellation of membership.
- C. Upon using two (2) or more days from the Sick Leave Bank during any school calendar year, an employee must donate a personal local day the following school calendar year to be reinstated in the Bank.

SECTION IV REGULATIONS CONCERNING GRANTING OF SICK LEAVE DAYS FROM THE BANK

A. GRANTING OF DAYS FROM THE SICK LEAVE BANK

1. Days may be requested from the Bank only after the member has exhausted all accumulated sick leave, personal business, local personal, vacation and tenure days. SLB will be considered after 10 days for the same catastrophic illness and associated treatment. Any questions will be reviewed by the SLB committee.
2. Sick Leave Bank days shall be granted only for consecutive absences from working days and will not be granted for holidays or other such days for which the member is not paid. (Catastrophic illnesses not requiring consecutive days will be reviewed by the SLB committee)
3. The maximum number of Bank days that may be granted to an employee during the school calendar year will be as follows:

0 - 10 consecutive years of MISD service	15 days
11 or more consecutive years of MISD service	20 days

4. For maternity situations, complications that occur after delivery may not be covered by the Sick Leave Bank. Cesarean sections and normal deliveries will not be eligible.

5. A member may reapply for any unused days after returning to work if he/she experiences another eligible event. The application process will be the same for each request.

6. Sick Leave Bank days may not be granted for the period of disability when monies are paid to the employee under the Workers' Compensation Act. If circumstances should arise in which monies are received from both Sick Leave Bank and Workers' Compensation, then monies received from the Bank must be reimbursed to the Bank.

7. A contributor will lose the right to utilize the benefits of the Bank only by:

- a. Termination of employment in the Mesquite ISD for any reason
- b. Employee resignation from Mesquite ISD
- c. Cancellation of participation by the member in writing at any time
- d. Being on approved leave of absence (non-medical)

8. All Sick Leave Bank members will be subject to the current Bank policy regardless of when they joined. No Bank members will be "grandfathered" so as to be subject to a previous version of the Sick Leave Bank policy.

SECTION V PROCEDURE FOR APPLYING FOR SICK LEAVE BANK DAYS

A. Should the member have an eligible event; the application process must be completed to request days. Incomplete applications will not be considered. Late application will negatively affect the initial date of the first Sick Leave Bank day granted. Under no circumstances will payment for Bank days be made retroactive to a previous pay period.

B. Ten (10) calendar days before an anticipated medical event or within ten (10) days after an unanticipated medical event, a member must complete the application process, submitting the three required documents to the MEA Office/Sick Leave Bank Governing Committee.

1. Attending Physician's Statement form which includes:

- a. Identification of the nature of the illness, necessity for surgery, or extent of injury
- b. Description of job limitations
- c. Date of initial onset of this particular condition
- d. Anticipated date eligible to return to work on a full- or part-time basis.

2. Request for Sick Leave Bank form which includes:

- a. A personal statement explaining the circumstances which are to be considered
- b. Date(s) of absence from work for the illness, surgery, or injury
- c. Date of initial onset of this particular condition
- d. Anticipated days, if any, for follow-up examinations (may be limited)

3. Authorization for Release of Information (HIPAA) form which includes:

- a. Employee/patient name and ID number
- b. Person/organization providing information and persons/organizations requesting information
- c. A description of illness or injury
- d. Signature of employee/patient and current date
- e. The employee must show Picture ID/Driver's License for proof of identification.
- f. The HIPAA form may only be obtained from the MEA Office.
- g. The HIPAA form must be completed and signed at the MEA Office.

C. the Attending Physician's Statement and Sick Leave Bank forms may be obtained through the Facility Representative, the MEA office, or downloaded directly from the MEA website.

D. The Governing Committee reserves the right to request notarization of any and all forms.

E. If a member is critically ill and unable to file an application for sick leave days from the Bank, the school principal, supervisor, colleague, or family member may initiate the application. If the forms are completed by the patient's representative, all forms must be notarized.

SECTION VI GOVERNING COMMITTEE

A. MEMBERSHIP

The Governing Committee shall consist of HIPAA-trained MEA members. This committee will work with the Assistant Superintendent of Personnel Services and his/her designee.

B. DUTIES AND RESPONSIBILITIES OF THE GOVERNING COMMITTEE

1. All applications for Sick Leave Bank days shall be reviewed individually by the committee.
2. A member may be contacted to substantiate his/her case.
3. The Governing Committee shall determine the number of days approved and reserves the right to approve, disapprove, or modify the days requested.

SECTION VII FINAL DECISIONS

PROCEDURES FOR DECIDING ANY QUESTIONS NOT COVERED HEREIN

Any question concerning membership, regulations, or application for Sick Leave Bank days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Governing Committee. The Governing Committee will make a recommendation to the Assistant Superintendent of Personnel Services for a final decision.