

Sweetwater ISD Sick Leave Bank Membership Application

A response is necessary only if an employee wants to join.

Please Note: If you are already a member and you used days from the Sick Leave Bank last year, you will need to re-apply to be considered a member again.

This is a two part application.

Use Part 1 for new membership.

Use Part 2 if you are currently a member and need to re-apply because you used days last year.

Part 1: New Membership Application

Membership in the Sweetwater ISD Sick Leave Bank is available to all full-time employees.

I have read the guidelines concerning the Sick Leave Bank benefits and desire to participate by donating to the Bank, three (3) days of my accrued, or to be earned this year, local sick leave days.

I understand that these three (3) days, once donated to the Bank, will be subtracted from my accrued, or to be accrued this year, local sick leave days. All donations to the Bank become the property of the Bank and cannot be returned even upon cancellation of membership.

My authorization to place three (3) local sick leave days in the Sweetwater ISD Sick Leave Bank and deduct three (3) from my accumulated sick leave is verified by my signature below.

Please print

Employee Name: _____ SS# XXX - XX - _____

School/Department: _____ Position: _____

Signature: _____ Date: _____

Part 2: Re-application for Membership

I was a member of the Sick Leave Bank last year and used days from the Bank. I am re-applying for membership this year.

I have read the guidelines concerning the use of days from the Bank and understand that I will be required to donate an additional three (3) days to have continuing membership in the bank. If I used fewer than 3 days, then I will donate the number of days actually used.

Please print

Employee Name: _____ SS# XXX - XX - _____

School/Department: _____ Position: _____

Signature: _____ Date: _____

Return this form to Laura Bedgood at the Admin building.

You may scan the completed form and email it to laura.bedgood@sweetwaterisd.net or send it through inter-campus mail.

Guidelines For The Sweetwater ISD Sick Leave Bank

Section I – Purpose and Definition

A. Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the Bank in the event of a catastrophic illness or injury.

B. Definition: Member

A “member” is any full-time employee who meets the eligibility requirements and follows the proper procedure, as outlined in these guidelines, for donating the required number of days of their own accrued sick leave to the Sick Leave Bank.

C. Definition: Sick Leave Bank Days

“Sick Leave Bank days” are those days granted to a member of the Sick Leave Bank who through a catastrophic illness or injury is unable to perform the duties of his/her position and has already exhausted all accrued sick leave.

D. Definition: Catastrophic Injury or Illness

“Catastrophic Injury or Illness” is any illness or injury that will result in total disability of at least 10 consecutive work days and is documented by a physician on the required Physician’s Certification Form. (forms available at Admin)

A disability not meeting the “10 consecutive work days” criterion, may qualify for designation as catastrophic injury or illness under certain conditions, and may be considered by special request through appropriate channels.

Section II - Membership

A. Eligibility

All full-time personnel of the Sweetwater Independent School District shall be eligible for membership. “Full-time employees” shall be defined as those working a minimum of 30 hours per week. Teachers and paraprofessionals working at least 50 percent of the normal school day shall also be eligible for membership.

Procedures for Joining the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing three (3) days of accrued or anticipated local sick leave.
2. The enrollment period for all employees shall be September 1 through September 30.
3. All personnel who join the Bank within the enrollment period are eligible for membership beginning with their first official day of work in the current school year.
4. Employees desiring to join the Bank shall complete the membership application form. The employee’s eligibility will be verified.

Section III - Regulation Concerning Contribution of Days

- A. To become a member of the Bank, an employee must contribute three (3) days from his /her accrued or anticipated local sick leave for the current school year.

- B. These days will be subtracted from the member's local sick leave record.
- C. The three (3) days donated become the property of Sweetwater Sick Leave Bank. All donations will remain in force and cannot be returned even upon cancellation of a membership.
- D. For Bank purposes the school year will be from September 1 through August 31. If a member uses three (3) or more days from the Bank during this period, he/she will be required to donate an additional three (3) days the following school year (September through August) in order to have continuing membership in the Bank. If the member uses fewer than three (3) days, he/she will donate the number of days actually used.
- E. If a member decides to cancel his/her membership in the Bank, the three (3) days contributed for membership remain the property of the Bank. If, at a later date, this individual wishes to rejoin the Bank, he or she may do so during the enrollment period by again donating three (3) days.
- F. If the Bank falls below two times (2x) the number of participating members on September 30, continuing participants must contribute one (1) extra day effective October 1 of the next school year. If it falls below one time (1X) the number of members, participant must contribute two (2) days. Participants who join in September for the first time, will donate a maximum of three (3) days.
- G. Personnel who terminate their employment with the district forfeit membership in the Bank and must rejoin if they return to employment with the District.
- H. Personnel on approved leave of absence will retain membership 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. Sick leave days from the Bank are available only in the event of a catastrophic illness or injury.
 - 2. Sick leave days from the Bank will be granted only after the member has exhausted all state and local leave.
 - 3. Days from the Bank shall be granted only for illness, injury, surgery, or other temporary disability which necessitates an absence from work for ten (10) consecutive days or longer.
 - 4. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days.
 - 5. The maximum number of Sick Leave Bank days that may be granted to an employee during the year (September 1 through August 31) will be fifty (50) days.
 - 6. If a member who has received less than fifty (50) days from the Sick Leave Bank returns to work and then is ill again with the same or different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed fifty (50) days per year or seventy five (75) days lifetime maximum.
 - 7. A member shall only be reimbursed for the amount actually docked. Reimbursement will be made only in the member's regular payroll check after the approval of requested days.
 - 8. The Bank may be used only by the individual member for his or her personal illness or injury.

9. The Bank may not be used by the contributor to remain away from his or her position in order to assist a member of his or her family who is ill or disabled.
10. All unused sick leave days in the Bank at the end of the school year (August 31) shall be carried over to the next school year (September 1 through August 31).
11. A member will lose the right to utilize the benefits of the Bank only by:
 - a. Termination of employment in the Sweetwater Independent School District.
 - b. Cancellation of participation by the member on the proper form at any time.
 - c. Being on approved leave of absence.

Section V – Procedures for Applying for Sick Leave Days

- A. Should the member have a catastrophic illness or injury necessitating the need for additional days after all state and local leave have been used, the member may submit a request for days from the Bank.
- B. A member who requests days from the Bank must submit within thirty (30) work days after returning to duty, forms containing the following information:
 - a. A statement signed by the member attesting to the specifics of the illness or injury.
 - b. Completion of the attending physician's statement (Physician's Certification Form)
- C. Forms for the above purposes have been prepared and are available from the Administration office.
- D. An Application that does not contain the required information may not be considered and may be refused.
- E. If a member is critically ill and unable to file an application for sick leave days from the Bank, the school principal, immediate supervisor, or department head may initiate the application form at the request of the family.
- F. An applicant may be required to undergo a medical review by a second opinion physician at any time, at the expense of SISD upon approval.