

SCHOOL DISTRICT #25/POCATELLO EDUCATION ASSOCIATION
SICK LEAVE BANK
OPERATIONAL GUIDELINES

1. In order for an employee to be eligible for sick leave bank benefits to help alleviate the hardship of absence from work for convalescent due to child bearing, accident, injury, or bereavement the employee must:
 - A. Be a contributor to the bank, and
 - B. Have utilized ten (10) sick leave days for pregnancy, bereavement of a death in the employee's family, illness, or injury to the employee or a family member.
2. A family member is defined as a spouse, child, parent, spouse's parent, brother or sister of the employee or employee's spouse.
3. Application for grants from the bank must be made on the sick leave bank application form when it becomes apparent that there will be need for additional sick leave days.
4. If the applicant is incapacitated to such an extent, or in the case of bereavement, that he or she cannot personally apply for a grant, the applicants designee or immediate supervisor may apply for the applicant.
5. Application for grants from the bank should be sent to:
Whitney Covey/Diane Hansen
Sick Leave Bank Committee Members
Education Center
6. The Sick Leave Bank Committee will respond to each application for a grant in writing, and in the event the application is denied, will state the reason(s) for such denial.
7. The Sick Leave Bank Committee will require proof of incapacitation due to illness or accident. A signed statement accompanying the application attesting to his or her incapacitation and duration of illness or injury from a licensed physician shall be furnished to the committee by the applicant. Should the incapacitation extend beyond thirty (30) days, monthly medical statements may be required of the applicant. In the event leave is required for bereavement, the necessary application must be accompanied by a signed statement from a qualified mental health professional.
8. A majority of the Sick Leave Bank Committee members shall be present in order for the committee to consider applications for grants or conduct other business.
9. To be eligible for a grant during any school year, an employee must become a Sick Leave Bank member no later than September 30, or within thirty (30) days following initial employment, as is appropriate. The employee shall be eligible to make application to the bank for sick leave after a one year waiting period. The Human Resource Office of the School District will provide the opportunity for new employees to enroll in the bank.
10. Each year of the bank's operation, the Sick Leave Committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent. It will be the responsibility of the Sick Leave Bank Committee to notify the Superintendent of Schools and the Executive Board of the Pocatello Education Association prior to such assessment. New members will not be required to contribute additional days if a new assessment is less than two (2) days. In the event an assessment of more than two (2) days is needed to keep the bank solvent, new members will be required to contribute additional days, but the total of the days contributed will not exceed the total being assessed to the general membership.

SCHOOL DISTRICT #25 / POCATELLO EDUCATION ASSOCIATION
SICK LEAVE BANK MEMBERSHIP APPLICATION FORM

Please check your employment status:

_____ Certificated (Teacher, Counselor, etc.)

_____ Classified (Support Personnel, i.e. clerical, parapro, custodial, maintenance, bus driver, etc.)

This Sick Leave Bank is managed jointly by the Pocatello Education Association and School District #25.

I authorize School District Number 25 to contribute (2) of my sick leave days to the Sick Leave Bank and further understand that this places me in good standing as a member. If the initial number of days contributed to the bank prove to be inadequate to sustain operation of the bank, I further authorize the Sick Leave Bank Committee to equally assess enough sick leave days from the Sick leave Bank membership to keep the bank solvent. Days contributed become the sole property of the bank and I have no refund privilege.

In order for an employee to be eligible for sick leave benefits from the bank, the employee must first be a contributor to the Bank by September 30, of the current school year or one month after hired in a position which is eligible for sick leave bank benefits. Employees who join within the time frame above will have a one year waiting period for any sick bank benefits. If you do not join within the timeframe stated above, open enrollment is from September 1 thru 30 each year. A one year waiting period will still apply.

My membership is a continuous membership until I give written notice to the committee for my termination.

A full outline of membership, eligibility and benefit requirements is available in the Negotiated Agreement.

NAME: _____
(Please Print)

SOCIAL SECURITY NUMBER: _____

ASSIGNED BUILDING / FACILITY: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

I DECLINE _____ (INITIALS)