

SICK LEAVE POOL

The district requires the consistent attendance of knowledgeable staff members in order to meet student needs and improve student achievement. For this reason, the district does not take absences lightly and encourages staff members to miss work only when absolutely necessary. The district recognizes that there are instances when employees are unable to work due to a serious health condition and has provided a sick leave pool as one (1) method of assisting employees in these situations.

This policy is not intended to replace the benefits of short- and long-term disability insurance. The Board directs the superintendent or designee to regularly provide employees a list of providers selling short- and long-term disability insurance coverage.

The Board directs the superintendent or designee to annually report to the Board the number of sick leave pool days used and the impact of this benefit on employee absenteeism, the educational environment and district finances. The Board may revise or rescind this policy at any time, although advance notice of the change will be provided to participants if possible.

Participation

Full-time employees who have worked for the district for one (1) complete school year (July 1 to June 30) may choose to participate in the sick leave pool by completing the appropriate paperwork no later than July 1 of the second full school year of employment. Employees who begin employment in the middle of a school year will not be eligible to participate until they have completed that school year and have worked an additional complete school year.

Employees will have only one (1) opportunity to join the sick leave pool. Employees joining the pool will forfeit up to (2) sick leave days per year to the pool unless the superintendent or designee determines that the pool has more than enough days to sustain it or the employee drops out of the pool. The superintendent or designee will determine annually by July 1 how many days each participating employee must contribute.

Employees who join the pool will continue participation for as long as they retain full-time employment with the district or until they notify the district that they wish to cease membership. Employees who wish to discontinue membership in the pool must notify the superintendent or designee in writing prior to July 1 each year. Employees may not rejoin the pool. Employees who cease to participate in the pool for any reason are not entitled to a refund of days or future access to sick leave pool days.

Eligibility for Sick Leave Pool Days

Sick leave pool participants are eligible to withdraw days from the sick leave pool if they meet all of the following criteria. Employees must:

1. Have a "serious health condition" as defined under the Family and Medical Leave Act (FMLA) and regulations interpreting the FMLA. Participating full-time employees who do not meet eligibility requirements for FMLA leave under the federal law (see the length of service and hour requirements under policy GBBDA) may still be eligible for district-provided sick leave pool days as long they have provided medical certification from a health care provider that they have a "serious health condition" as defined under the FMLA. Sick leave pool days will not be provided for the serious health condition of family members or for other circumstances qualifying for FMLA protection.
2. Have exhausted all applicable paid leave days and used all accumulated compensatory time.
3. Have been absent for an additional five (5) working days without pay. For ongoing conditions that require sporadic absences, such as for chemotherapy treatments, employees only need to meet this requirement once every school year.
4. Not receive Workers' Compensation wage benefits for the days missed. Employees who dispute the denial of Workers' Compensation wage benefits and are ultimately awarded wage benefits will be required to assign back to the district any benefits received equal to the amounts received from the sick leave pool.
5. Provide the district with adequate medical certification, as determined by the district and on forms provided by the district, from a health care provider supporting the absence. The district may require recertification of the condition in accordance with FMLA recertification procedures.

Amount of Sick Leave Pool Days

The maximum number of sick leave pool days employees may receive in any school year is limited in accordance with the chart below:

School Years Worked with the District	Sick Leave Pool Days Available
1-5 years	10 days
6-10 years	15 days
11-20 years	20 days
20 years or more	25 days

Employees who become eligible for sick leave pool days after the days in the pool have been exhausted will not receive sick leave pool days unless they are still eligible when additional days are added at the beginning of the next school year. Employees who have received the maximum number of sick leave pool days in a school year are ineligible for additional sick leave pool days for the next full school year.

Recordkeeping

Employees who cannot work due to a "serious health condition" as defined under the FMLA are required to notify the school district immediately.

Employees who have provided medical certification under the FMLA due to a serious health condition will not be required to complete additional paperwork to receive sick leave pool benefits for the same condition. In such cases, the superintendent or designee will automatically apply the sick leave pool days for eligible employees. All other employees must request the use of sick leave pool days and provide the appropriate medical certification to the district on forms provided by the district.

All documentation of a serious health condition will be maintained confidentially and separately from the regular personnel file.

Dissolving the Pool

The Board reserves the right to dissolve the sick leave pool at any time. Any days remaining in the pool at the time of dissolution will be distributed equally among all pool participants to the extent that full days, rather than fractions of days, may be distributed. Any remaining days will be assumed by the district. Participating employees do not have a property right to sick leave pool days.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: FIELD(AdoptDate)

FIELD(DistrictLocationLine)