



CATASTROPHIC LEAVE BANK POLICY

To receive the benefits provided by the catastrophic leave bank (bank), an employee shall be a member of the bank.

MEMBERSHIP

Membership in the bank shall be acquired by donating three local leave days. Donating three days to the bank shall mean that:

1. The employee shall release three local leave days to the bank.
2. The three local leave days shall be subtracted from the employee's accrued, or to be earned in the current year, local leave days.
3. The donated days shall become the property of the bank.
4. Employees who wish to join the bank for the new school year must contribute three days **prior to September 30th**. Once you have donated three days, you do not have to donate any more days unless you *use* days from the bank in the future. In which case, you would have the opportunity to continue your membership by donating three days again.

The maximum bank days received by a member shall not exceed 90 workdays in a school year, with an overall maximum of 120 **workdays during employment in the District, regardless of any breaks in service.**

PURPOSE AND RULES

A catastrophic injury or illness is defined as a medical diagnosis or major surgery that is so severe that it results in total inability to be at work and perform assigned duties. Routine pregnancies without complications, ordinary illnesses or injuries of a relatively brief duration (one to five consecutive days), and minor or out-patient surgeries are not generally covered by the bank.

Treatment of the catastrophic injury or illness must be under the supervision of a licensed physician or doctor of osteopathy, who certifies the level or extent of the employee's disability in relation to total disability and also certifies the physician's recommended period of convalescence and/or rehabilitation.

The purpose of the bank is to ensure that the bank members have adequate leave days in the event of a qualifying illness or injury or of an immediate family member dependent on their care. Bank benefits shall only be available for a qualifying illness or injury and may not be used for an illness or injury resulting from a condition that was known to the employee on the date he or she first became a member of the bank.

Should the member have a qualifying illness or injury requiring days of absence in addition to all paid accumulated state and local leave, compensatory time, and vacation, the member may

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submit a request for days from the bank. An employee may not apply for bank days until all available paid leave or vacation has been used.

If a member has more than one qualifying illness or injury within the same school year, the member may apply for additional days for the second or subsequent illness or injury. Each illness or injury for which bank days are provided must be a qualifying illness or injury. In no event will any one member be permitted to use more than 90 bank days in one school year.

For professional employees, the base substitute rate of pay shall be deducted from the recipient's daily rate, regardless of whether a substitute is actually employed. For paraprofessionals and support staff, the deduction shall be one-half the recipient's daily rate or the base substitute rate, whichever is less.

If the balance of bank days on July 1 of any year falls below two times the number of participating members, each participant shall contribute an additional day at the beginning of the upcoming school year. If the balance falls below one day for each member, participants shall contribute two additional days.

A member who uses any bank days during a school year shall be required to contribute three more local leave days in the following school year as a condition of continuing membership in the bank.

An employee who terminates his or her employment with the District shall forfeit membership in the bank on the effective date of termination. If the employee wishes to regain membership in the bank upon his or her return to the District, three days must again be donated.

GOVERNING COMMITTEE

The governing committee shall approve or disapprove all requests for bank benefits. Guidelines are as follows:

1. To serve on the committee, a person must be a member of the bank and have been employed by the District at least three years.
2. The governing committee shall consist of two professional employee representatives from the elementary schools, one professional employee representative from the middle school, one professional representative from the high school, one paraprofessional representative, one auxiliary representative, and one representative from the administration.
3. The term of membership shall be two years beginning October 1 and ending September 30.

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4. If a member of the committee leaves, he or she shall be replaced by a member of his or her member's representative group. The replacement shall serve for the remainder of the term.

SELECTION PROCEDURES

Members of the governing committee shall be obtained by requesting volunteers from representative groups as indicated in item 2, above. Middle and elementary campuses shall be rotated every two years.

PURPOSE OF COMMITTEE

The committee shall determine, by majority vote, the number of days approved up to 30 days and reserves the right to approve, disapprove, or modify the days requested for additional bank benefits not to exceed a maximum of 90 days per school year.

An employee may grieve the decision of the governing committee. [See DGBA]

All applications shall be reviewed individually. A member may be requested to appear before the committee to substantiate his or her application for bank benefits.

NEEDS OF THE DISTRICT

Regardless of the reason for the absence and the availability of leave, the District may determine that the needs of the District require employing someone to fill the position of a person who has been absent from duty for more than 30 days.

EXHAUSTION OF LEAVE BENEFITS

The District shall initiate termination proceedings for any employee who has exhausted all leave benefits, paid and unpaid, under District policy and who has more than five additional absences after exhaustion of all benefits. [See DF series] Before making a final decision to terminate employment based on absences after all leave is exhausted, the District shall consider the employee's eligibility for reasonable accommodation of a disability under the Americans with Disabilities Act. [See DAA]

Although not in policy, it is highly recommended that an employee donating to the Bank have a minimum balance of 10 or more local leave days.