



**Classified School Employees Association
and
Adams 12 Five Star Schools**

**SICK LEAVE BANK
for
CLASSIFIED EMPLOYEES**

TABLE OF CONTENTS

Philosophy of the Sick Leave Bank
Enrollment and Eligibility Requirements
Special Provisions
Qualifications
How to Apply
Sick Leave Bank Pay
Donation of Days Process
Appeals Process
Governing Board

*****IMPORTANT NOTICE******

If you request reimbursement under Article 12.3 for unused Temporary Leave, it may affect Sick Leave Bank eligibility. Refer to “How to Qualify for Use of Sick Leave Bank.”

PHILOSOPHY OF THE SICK LEAVE BANK

The Sick Leave Bank (SLB) is a voluntary program for all Classified employees who accrue temporary leave. The intent of the SLB is to provide members continuous pay for up to a maximum of 90 workdays in the event of a member's own serious health that prevents attendance at work for an extended period of time. These days are not to replace, but to supplement, a member's accrued temporary leave. If eligible for the Family Medical Leave Act (FMLA), Sick Leave Bank will run concurrently with FMLA. Benefit eligible Classified employees do not receive Short Term Disability and SLB is intended to be more generous than a traditional short term disability plan.

ENROLLMENT AND ELIGIBILITY REQUIREMENTS

Classified employees who accrue temporary leave are eligible to join SLB based on eligibility requirements shown below.

- *New Benefit Eligible Employees:* May enroll within the first 30 days of becoming eligible for benefits.
- *Current Eligible Employees:* Employees who did not enroll within the initial 30 days, may enroll in SLB during the annual SLB enrollment period of March 1 through March 15.
- *Nutritional Service Employees:*
 - Hired prior to January 1, 2000: Grandfathered SLB members who accumulate temporary leave and are scheduled to work less than 25 hours per week are required to donate four (4) hours temporary leave each year to the SLB.
 - Hired after January 1, 2000: Must work a minimum of 25 hours per week.
- *Substitute Employees:* Do not accrue temporary leave and are not eligible to join the SLB.
- SLB members who accumulate temporary leave and are scheduled to work 20 hours or more per week are required to donate eight (8) hours of temporary leave each year to their SLB. Hours donated by members are held in their own SLB account.
- The number of hours each individual member donates to the bank will be deducted from the member's own temporary leave starting with the first pay period following initial SLB enrollment and annually thereafter during Sick Leave Bank enrollment (March 1 – March 15).

SPECIAL PROVISIONS

- The maximum annual donation to SLB is subject to change in future years depending on the number of hours in the bank.
- If a member of the SLB has a reduction in their regularly scheduled work hours, whether voluntary or involuntary, and becomes ineligible to accrue temporary leave, he or she will continue to be a full member of the SLB through the end of the calendar year.
- On July 1 of each year, the total balance of all member's individual hours available in SLB must equal two times the number of participating members. If it does not, then all members will continue to contribute hours as described in the Enrollment and Eligibility Requirements section.
- Members who cancel membership in the SLB during the annual SLB enrollment period will not be able to withdraw the hours they have contributed. Should an employee wish to rejoin SLB during a future annual SLB enrollment period, he or she will be required to re-start the donation process.
- Upon separation from the district, a member is not entitled to reimbursement for the hours contributed to the SLB.

QUALIFICATIONS

To Qualify for the Bank:

- An employee must be a member of the bank 90 calendar days before he or she is eligible to apply for SLB.
- Members must have enough time between their own available temporary leave and their own donated sick leave bank to equal one year of their own accrued temporary leave. Previously used temporary leave may be used to qualify for SLB if the hours are directly related to the current event and proper documentation is provided.
- To calculate eligibility, an employee should multiply their own temporary leave earned per month by the number of months worked per year. This number equals the amount of hours needed to qualify for SLB. See Master Agreement Article "12.3 Temporary Leave" for member's accrual amount. For example: A member who accrues seven hours of temporary leave per month and works nine months per year needs 63 ($7 \times 9 = 63$) hours between their own available temporary leave and hours in their own sick leave bank to qualify.
- The employee's current Temporary Leave and SLB balances are available on their self-service website.
- First year employees, and those newly benefit-eligible, who are members of the SLB may qualify to receive 50% of the maximum available time from SLB (45 days) provided they have met 50% of the qualification requirements.

HOW TO APPLY

Required Forms:

To apply for a leave of absence, you will need to fill out the *Request for Leave of Absence* form and return it to Benefits. Email hr-benefits@adams12.org to request the form or print from the district's website: <https://staff.adams12.org> Click on Human Resources > Benefits > Leave of Absence.

Employee's Responsibilities:

- In order for the leave to be considered for approval, Leave of Absence forms must be fully completed by the member and their health care provider. Additional forms will be provided to the employee after the Request for Leave of Absence form is returned to Benefits.
- Submit the Request for Leave of Absence form to Benefits 30 days prior to the leave unless the leave is an emergency.
- If an employee is physically or mentally incapable of completing the *Request for Leave of Absence*, another person may complete the form and submit it to Benefits.
- Forms received in Benefits after the 10th of the month may not be processed for the current payroll.
- It is the employee's responsibility to notify Benefits and their supervisor/administrator of any changes regarding the status of the leave, i.e., date leave is beginning or ending. This notice must be given prior to the date the employee is to begin or end his/her leave.
- It is the employee's responsibility to update Benefits should there be a change in the employee's medical condition, or if a release to work encompasses medical restrictions. Note: supporting documentation from the healthcare provider is required.

SICK LEAVE BANK PAY

- If the member qualifies for SLB, the member must use a minimum of five personal temporary leave days prior to receiving SLB pay.
- For any one event, a member may receive a maximum of 90 working days from SLB. After the maximum leave is granted, the member will have to pursue other means of compensation.
- If the member does not qualify for SLB, he or she may be paid the hours they have donated to the SLB (available hours showing in their own sick leave bank).

DONATION OF DAYS PROCESS

- As of April 16, 2008, Donation Of Days (DOD) cannot be used to qualify for the Sick Leave Bank. Refer to the “Qualifications” section for eligibility information.
- In the event of a member’s own serious health condition, any Classified employee of the district may donate temporary leave hours to another Classified employee. These hours are designated specifically to the individual and placed in their temporary leave accrual.
- The employee does not have to be a member of SLB nor qualify for FMLA to receive a DOD, that is the employee does not have to be employed by the district for 12 months and have worked 1,250 hours in the past 12 months. The employee must deplete his/her own temporary leave and vacation, if applicable, before using DOD.
- The donating employee does not have to maintain a certain amount of temporary leave before donating hours.
- Under all circumstances, an employee must deplete his or her accrued temporary leave and vacation time prior to using DOD.
- DOD is limited to 20 of the receiving employee’s workdays and must be received within the first 10 workdays following use of accrued temporary leave and vacation time.

Donation of Days for SLB Members:

- If an employee does not qualify for SLB, a DOD may be requested.
- If an employee exhausts SLB (90 workdays) and is still unable to return to work, the employee may request DOD.

Donation of Days for Non-SLB Members:

If an employee is ill and unable to work, he/she may request a DOD. Appropriate medical leave documentation is required.

Donation of Days to Care for an Ill Family Member:

An employee may request DOD to care for a family member, i.e., spouse, child or parent with a “serious health condition” as defined under FMLA. All Leave of Absence forms must be fully completed by the member and their family’s health care provider.

Who to Contact for Donation of Days

- Members of Classified School Employees Association (CSEA): contact the CSEA: 303-457-2580.
- Non-CSEA members: contact Human Resources/Benefits: 720-972-4068.

APPEALS PROCESS

A denied request for use of SLB may be appealed to the SLB Governing Board. **A written appeal must be submitted to Human Resources within 20 working days following the date of written denial.** The Board will take into consideration if temporary leave taken prior to the denied request was used for qualifying reasons set forth under the Family and Medical Leave Act. The Board may request additional information and/or documentation before making the final decision. **The Board's decision is final and may not be grieved per Article 18 of the Master Agreement.**

GOVERNING BOARD

The three member governing board consists of the Chief Human Resources Officer or designee, and two representatives of the Classified School Employees Association appointed by the CSEA president. The Governing Board will convene on an as needed basis and on all appeals that do not meet the qualifications. The Board may grant partial hours or up to the full amount requested when the criteria presented is justifiable to the Board. The Governing Board is empowered to render the decision for each request.

IMPORTANT NOTICE:

If you request reimbursement under Article 12.3 for unused temporary leave, it may affect SLB eligibility.