

Sick Leave Bank
Amended 7/10/2023

The Jamestown Public School District will maintain a Sick Leave Bank for participating employees. The purpose of the Sick Leave Bank is to cover unexpected catastrophic illness or injury to participants in the Sick Leave Bank and approved FMLA individuals.

a. Catastrophic Illness or Injury

The term catastrophic does not include conditions associated with a normal pregnancy.

Catastrophic is defined as an illness or injury meeting three (3) or more of the following conditions: 1) life-threatening, 2) care requiring travel over 150 miles one way, 3) care requiring medical specialists outside of primary care, 4) debilitating condition or serious injury that significantly impairs ability to perform essential job functions, 5) medically necessary absence from work of 10 or more continuous days, 6) requires invasive surgery or treatment with recovery and/or rehabilitation of 5 or more days.

Applications that meet three (3) or more of these criteria may be submitted to the Sick Leave Bank Committee for consideration.

b. Participation

To participate in the Sick Leave Bank, an employee must be eligible for the district's health insurance plan. The offer to join the Sick Leave Bank shall be available to employees only upon their initial qualifying employment. A new non-contracted employee of the Jamestown School District or James Valley Career and Technology Center (JVCTC) will have thirty (30) days from the hire date to accept or reject membership in the Sick Leave Bank. A new contracted employee of the Jamestown School District or JVCTC will have thirty (30) days from signing their initial contract to accept or reject membership in the Sick Leave Bank.

Each participating employee shall invest two (2) days in the bank. Whenever the balance falls below 180 days, each member shall be assessed one (1) additional day, not to exceed (2) sick leave days in any single contract period. Unused sick leave bank days will accumulate to the next school term.

Any participant of the Sick Leave Bank may withdraw from the Bank at the end of a school year by giving written notice to the Sick Leave Bank Committee. Sick days invested in the bank will not be returned upon leaving the bank. Once a participant withdraws from the Bank, the participant is no longer eligible to rejoin the Bank.

c. Application

A participant must first use all accumulated sick and personal leave days prior to be eligible to apply.

An application must be made on either the district's electronic employment portal or on the approved Sick Leave Bank Application Form. Applications need to include information outlining that the illness or injury meets three (3) or more of the criteria in the definition. Applications must be accompanied by a medical doctor's certificate verifying the conditions outlining the request, including but not limited to, severity, nature and projected duration of the illness or injury. If the illness or injury qualifies for employee disability coverage, the individual must apply for disability coverage. The Business Manager shall verify that an application for disability has been filed.

The application must request a specific number of days, up to twenty (20) per application. A participant may apply multiple times in any single contract period/school year but may be granted no more than 60 days of sick leave from the Sick Leave Bank for that particular illness/injury.

No participant shall be eligible to withdraw more than a lifetime total of one hundred twenty (120) days. Participants may not draw sick leave days from the bank once they receive employer-related disability benefits.

d. Committee

The make-up of the Sick Leave Bank Committee will be: two teacher appointed by the Association, one administrator appointed by the Superintendent, and one member of the Board of Education appointed by the President. The business manager will also serve on the committee, as an ex officio member with no voting rights. Members will serve a three-year term and all terms will begin on July 1.

The committee will meet within ten (10) working days upon receipt of a request and a decision will be made at that time. They will review applications, give written notice of acceptance or rejection, determine the number of days granted to the applicant, provide reasonable assurance the bank is not abused, and prepare quarterly reports for the Superintendent

Decisions of the Committee will be made by majority vote and all decisions are final. The Sick Leave Bank records and accounting will be maintained by the District's Business Manager.