

ANTHONY INDEPENDENT SCHOOL DISTRICT  
Sick Leave Bank Contribution Form  
2008-2009 SCHOOL YEAR

I hereby authorize the Anthony Independent School district to reduce my sick leave balance by one (1) day and contribute that day to the Sick Leave Bank. I understand that this contribution constitutes membership in the Sick Leave Bank and that, pursuant to the terms and conditions for the policy, in the current year I may be required to donate additional days to maintain my membership. [Membership is on a year to year basis and the employee must contribute each year in order to participate.]

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SICK LEAVE BANK**

1. An employee may join the bank and become a member by completing an application and contributing 1 day of sick leave to the Bank. Contributions to the Bank are not refundable. Applications for membership in the bank will be accepted prior to October 10<sup>th</sup>, during the current school year, or within thirty (30) calendar days after an employee is hired, whichever is later.
2. A Sick Leave Bank Shall be maintained whereby a member who suffers a long-term illness or disability which requires extended hospitalization or home confinement and for which no worker's compensation benefits are available, shall be eligible to apply for paid sick leave after the member exhausts all accumulated sick leave and 5 days in arrears. The maximum number of days that can be awarded is ten (10) days per application
3. It is in the best interest of both the district and the employees to limit awards from the Sick Leave Bank. Disability insurance is available to all employees through the District's Cafeteria Plan. The sick leave bank should not be viewed as an alternative to disability insurance.
4. The Sick Leave Bank Committee shall be composed of five (5) employees including the three principals, the director for administration/finance and one non-exempt (hourly) employee. A chairperson shall be elected by the Committee at its first meeting. Decisions shall be made by majority vote of a majority quorum.
5. A member shall be eligible to withdraw days from the Bank provided the employee has contributed at least one (1) day to the Bank during the fiscal year within which benefit is requested.
6. Maximum withdrawal form the Bank shall be ten (10) days, per application.
7. If the total number of days in the Bank is reduced to twenty-five (25) days, the Committee will require members to donate an additional day to the bank. All members will be provided written notice of the need for additional donations. Membership will be continued provided the member contributes the additional day. Previously donated days shall not be refunded to an employee upon termination of membership or employment.
8. A member who has applied to the Bank for sick days may attend the meeting at which the Committee will review the application. The Committee shall have the sole authority to either approve or disapprove applications for Bank benefits. The decision of the Committee shall be final. Decisions of the Committee shall not be subject to the grievance procedure.
9. Prior year practice that allowed employees to ask other employees for "days" is discontinued and will not be an option during the 2007- 2008 and subsequent fiscal years.