

Teton School District No. 401
Sick Leave Bank

Each certificated employee and support personnel of the District, after having accumulated nine (9) sick leave days, may participate in the sick leave bank. To participate, each employee shall contribute a prescribed number of his/her earned sick leave days (a minimum of two (2) days) as determined by the Sick Leave Bank Committee. *To participate, each employee shall contribute at least two (2) days the first year and then at least one (1) day each year after.* Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement. *Once an employee has contributed for 9 continuous years or has at least 10 days of sick leave contributed to the bank, that employee will be vested in the plan and will no longer need to contribute days.* The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating certified employees and support personnel upon recommendation of the Sick Leave Bank Committee. The purpose of the sick leave bank is to alleviate the hardship caused by absences from work necessitated by extended or recurring illness extending beyond the employee's accumulated sick leave.

1. Application for use of the bank shall be submitted in writing to the Sick Leave Bank Committee for their recommendation. The committee shall review the request and determine the eligibility of the employee. If the committee deems necessary, it shall require proof of the illness at the time of application and from time to time after a grant has been made.
2. The committee shall have the authority to establish such guidelines as it deems necessary to implement this program. Guidelines shall have the approval of the Association and the Board of Trustees. After a complete review of the application, the committee shall have the authority to make final decisions within the guidelines as to the disposition of the case.
3. In order for an employee to be eligible to apply for sick leave benefits from the sick leave bank, the employee must first: (1) be a contributor to the bank, (2) have been absent from work due to personal or family (as defined in Board Policy 5410P) illness or accident, and (3) used all of his or her sick leave days, personal leave days, and two (2) days where his or her salary was reduced in full.
4. The Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent. *The committee shall also determine the number of total days needed in the bank to keep the bank solvent. The committee will recommend to the school board any changes needed in the policy to keep the sick leave bank solvent.*
5. The maximum number of days that can be granted in any one (1) fiscal year will be the remaining number of days an employee is scheduled to work under his or her current contract. An employee may reapply at the beginning of the new fiscal year for additional

days from the bank. In no case will the granting of leave cause an employee to receive more than his or her annual salary for that year.

6. The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident. Whenever an employee has been sick for a continuous illness lasting five (5) working days beyond his/her own accumulated sick leave, the committee may allow retroactive coverage for the two (2) on which the employee suffered full salary loss.
7. Bank grants to individual employees will not be carried over from one (1) fiscal year to another; all such grants will end at the termination of the school year. If an employee does not use all the days granted by the bank, the unused sick leave days will be returned to the bank. In no case shall an employee be granted more than the total number of the individual's contract days from the sick leave bank for all illnesses or disabilities during the current or subsequent employment within the District.
8. The sick leave bank may be used by those employees who are under a doctor's orders because of pre-natal or post natal complications.
9. Upon retirement contributed days may be returned to employees with less than 180 accumulated sick leave days.
10. The Sick Leave Bank Committee shall consist of two (2) members appointed by the Teton County Education Association and two (2) members appointed by the School Board. The committee shall develop and distribute rules and procedures for the orderly administration of the bank. The committee shall be responsible for reporting to the District's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the bank and all other information necessary for the employee's records.

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