



Title: **Limited Sick Leave Bank Procedure**

Code: GBCA R

Section: Section G: Personnel Policies

The following procedures shall govern the implementation and operation of the Limited Sick Leave Bank for the critical illness or injury of a staff member or the critical illness or injury of an immediate family member. Eligible staff members may not use more than a total of 60 days from the Limited Sick Leave Bank for any reason during the lifetime of their employment with Academy District 20 and no more than 20 days of Limited Sick Leave Bank per qualifying event unless approved by the Superintendent or designee. Staff members must fulfill a one-year waiting period from the date of contribution to the Limited Sick Leave Bank to access days. Any Limited Sick Leave Bank days previously used, shall be subtracted from the 60-day total. Staff members must use all available staff leave, staff leave NQA, protected Staff Leave (applies only to staff who were employed by Academy District 20 on or before June 30, 1999), PTO, and paid vacation prior to applying for the Limited Sick Leave Bank.

Any health or safety information relating to a staff member or staff member's family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected staff member or with the express permission of the affected staff member.

Critical Illness or Injury of a Staff Member

In the case of the critical illness or injury of a staff member, the award of sick leave days is expressly designed to protect the salary of the staff member while the staff member is unable to be at work due to a staff member's critical illness or injury. Critical illness or injury includes, but is not limited to: inpatient hospitalization, life threatening illnesses, chemotherapy/radiation treatments, total hip and knee replacement, open heart surgery, extreme psychological distress requiring inpatient treatment, and terminal illness. The use of the Limited Sick Leave Bank will not be eligible for elective surgeries, common colds, the flu, cosmetic procedures, strains, or other common conditions, except in cases where critical complications occur. Parenting related leaves do not qualify for the Limited Sick Leave Bank.

Awards shall be made in increments no greater than 20 days per qualifying event, at 100% of the staff member's pay. If the time required for the qualifying event is less than 20 days, any remaining time will be returned to the Limited Sick Leave Bank and could be accessed for a

future qualifying event. No more than 60 days from the Limited Sick Leave Bank can be used during the lifetime of employment.

Application for days from the Limited Sick Leave Bank shall meet the following criteria:

1. Submission of a Health Care Provider's Statement indicating that the medical condition restricts the staff member from performing the essential functions of his/her job,
2. The medically required absence from work is greater than five (5) consecutive days,
3. Submission of the District's Leave Request Form, and
4. Submission of the District's Limited Sick Leave Bank Application Form.

Critical Illness or Injury of a Family Member

In the case of the critical illness or injury of a family member, the award of sick leave days is expressly designed to cover a portion of the cost to the staff member by taking Limited Sick Leave Bank days. After all staff leave has been used, staff who are members of the Limited Sick Leave Bank and who have used all available staff leave, staff leave NQA, protected staff leave, PTO, and paid vacation may request (in twenty-day increments) a maximum of 60 days leave during their employment, and at 70 percent of their pay, with the District in cases of critical family emergency involving the critical illness or injury of an immediate family member. Decisions relative to the granting of the requested leave will be made by the Superintendent or designee based upon information submitted by the staff member requesting such leave. Requests must be in writing and should include supporting documentation.

Whenever possible, the request should be made to the Superintendent or designee at least 30 days prior to the start of the leave. If 30 days' prior notice is not possible due to the circumstances, the request should be made at the earliest possible time relative to the critical illness or injury. The request must be accompanied by a health care provider's written statement indicating that the critical illness or injury of a family member is of a life-threatening nature and that the presence of the staff member with the patient is highly desirable, if not necessary. The Health Care Provider's Statement (Need to Care for the critical Family Member), GBC E 3, may be used for this purpose. The Superintendent or designee may request an additional medical opinion. Should the need exist to extend the leave beyond the first or any subsequent 20-day increment, the Superintendent or designee will inform the requesting staff member concerning what supporting documentation is required to accompany the request.

Critical illness or injury includes, but is not limited to: inpatient hospitalization, life threatening illnesses, chemotherapy/radiation treatments, total hip and knee replacement, open heart surgery, extreme psychological distress requiring observation, and terminal illness. The use of the Limited Sick Leave Bank will not be eligible for elective surgeries, common colds, the flu, cosmetic procedures, strains, or other common conditions, except in cases where critical complications occur.

For sick leave purposes, the term "family member" means a member of the staff member's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the staff member stands in loco parentis or a person who stood in loco parentis to the staff member when the staff member was a minor, or a person for whom the staff member is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the superintendent.

Awards shall be made in increments no greater than 20 days per event, at 70% of the staff member's pay. If the time required for the qualifying event is less than 20 days, any remaining time will be returned to the Limited Sick Leave Bank and could be accessed for a future qualifying event. No more than 60 days from the Limited Sick Leave Bank can be used during the lifetime of employment.

Application for days from the Limited Sick Leave Bank shall meet the following criteria:

1. Submission of a Health Care Provider's Statement indicating that the staff member's presence is required to care for a critically ill family member,
2. Submission of the District's Leave Request Form, and
3. Submission of the District's Limited Sick Leave Bank Application Form.

Limited Sick Leave Bank Eligibility

- Only staff members who are eligible for staff leave may become members of the Limited Sick Leave Bank by contributing two of their accrued staff leave days to the Bank. Eligibility is defined for regular (non-temporary) staff members.
- Only those individuals who have elected to join the Limited Sick Leave Bank and have met the one-year waiting period may apply for an award of staff leave days from the Bank.
- The contribution of two staff leave days must be completed during the first 30 days of employment for eligibility the following year. Thereafter, eligible staff may elect to join in October of each year for eligibility the year after.
- Staff leave days donated to the Bank are non-refundable.
- Staff may contribute more than two days to the Bank if they wish. Such contribution will not change the benefits of this policy.
- A staff member who contributes to the Limited Sick Leave Bank and subsequently leaves the employment of the District does not continue eligibility in the Limited Sick Leave Bank, unless the staff member is re-employed with the District within 12 calendar months of leaving employment.
- In the event the Limited Sick Leave Bank uses all the contributed staff leave days, the District shall require an additional contribution of staff leave days from staff members. To remain eligible to use the Limited Sick Leave Bank a staff member must again contribute to the Limited Sick Leave Bank. The District will conduct a re-enrollment if it appears there are insufficient days in the Sick Leave Bank.
- A staff member on worker's compensation is eligible to apply for up to 20 prorated days while unable to work due to a work-related injury.

General

In October of each year, a Director for Human Resources shall prepare an annual accounting of the requests and awards granted, and the balance of the Limited Sick Leave Bank to the Assistant Superintendent for Human Resources.

Adopted: September 7, 1995

Revised: December 13, 2006

June 30, 2008

June 30, 2009

March 31, 2010

November 1, 2010

July 1, 2011

July 1, 2012

July 1, 2013

July 1, 2016

July 1, 2018

July 1, 2019

January 1, 2021

July 1, 2021

January 23, 2023

August 1, 2025

Adopted: **September 07, 1995**

Last Revised: **August 01, 2025**

Attachments

[GBCA R_LimitedSickLeaveBankProcedure.pdf](#)