

ADDENDUM 2

EMPLOYEE LEAVE BANK

Kyrene School District

Employees who have been employed for one year are eligible to participate in the employee leave bank. At the employee's option, an ACA day may be used to contribute to an employee leave bank. This option must be exercised by September 30th of this school year and will be irrevocable. Employee must have at least 48 ACA hours available at the time.

- a) Employees who wish to participate must contribute eight ACA leave hours to the employee leave bank once and on an as-needed basis as determined by the leave bank committee.
- b) The employee leave bank will be administered by an employee leave bank committee. The committee shall consist of five (5) employees appointed by the KESPA, who are leave bank members. Leave bank membership is not contingent upon KESPA membership.
- c) The leave bank committee will establish the guidelines and procedures for monitoring and granting leave bank hours.
- d) Only a leave bank member may apply for leave bank hours and only if he/she has exhausted his/her accumulated ACA hours (this includes ACA, vacation, compensatory time, etc.).
- e) Leave bank hours may only be used for personal or family illness as determined by the leave bank committee. (Note: Immediate family is as defined in Meet and Confer in the First Year Employee Bereavement Absences section).
- f) A leave bank member may be granted a maximum of 40 hours per request and may appeal to the committee for an additional 88 hours during the same school year. Additional hours may be granted to an employee during extreme and catastrophic circumstances. The leave bank committee will determine the number of hours granted in conjunction with information from the employee and the Kyrene School District Benefits department.
- g) A member must provide the leave bank committee with the data necessary to substantiate his/her need for additional leave hours.
- h) The leave bank committee will grant or deny all leave bank requests. All decisions are final.
- i) Unused leave bank hours shall be accumulated without limit and carried over into each consecutive year.

On an annual basis, the committee will review the balance of hours within the bank to determine the need for reassessment. The review will be completed by May 1st of each year.