

Kyrene School District Certified Employee Sick Leave Bank for COVID 19

This Certified Employee Sick Leave Bank is designed to help employees who have COVID related illnesses. Certified Members will be asked to contribute 1 day/2 days to the COVID bank. These days may help provide the continuation of your health insurance.

The Certified Employee Sick Leave Bank (SLB) will be maintained for all district Certified Employees by the Kyrene Education Association. The committee will establish the guidelines and procedures for monitoring and granting Sick Leave Bank days. Participation shall be on a voluntary basis with employees who wish to participate initially contributing one or two days of unused leave to the bank upon signing of the contract. This benefit is not intended to replace salary. Certified Employees not participating in previous years may enroll in the SLB upon signing a contract of any succeeding year by contributing one day of leave to the SLB. When days in the bank drop below the minimum balance established, those members wishing to continue membership with the bank will be required to contribute one additional day to the SLB. Unused Certified Employee Sick Leave Bank days will accumulate without limits and carry over into each consecutive year.

The following guidelines will be followed in administering the sick leave bank:

1. Certified employees can donate one or two days of sick leave during the designated Sick Leave Bank donation window:
 - March 17 – April 30th 2021
 - 1st SLB Annual Donation Drive: 1st contract day to September 30th
 - 2nd SLB Annual Donation Drive: January 1st-February 15th
2. If the employee donates their one or two days within the donation windows, a request to access to use days may be granted after committee review for eligibility.
3. If the employee donates their one or two days outside the donation windows, a request to use days will be denied.
4. Only those Certified Employees contributing to the SLB will be eligible to receive days from it.
5. Days contributed to the SLB cannot be subsequently refunded unless the SLB is dissolved. If the COVID SLB is dissolved, days remaining in the bank will be moved to the regular Sick Leave Bank.
6. The Certified Employee who has contributed to the SLB may request up to eight (8) days from the bank when the individual's entire accumulated leave (sick, personal and deductible absences) have been exhausted.
7. No Certified Employee shall be eligible for the SLB after qualifying for long-term disability coverage.

8. A Certified Employee may receive days from the SLB for extreme and catastrophic circumstances to self. Sick Leave Bank days will not be granted for maternity, except when complications arise from pregnancy.
9. An employee wishing to receive days from the SLB shall submit to the Sick Leave Bank chairperson a written request on the appropriate form available at www.kyrene.org/Page/24294. The Certified Employee, another family member, colleague, and/or administrator could make the request. A medical doctor or dentist's statement must be submitted along with the request to receive days from the SLB. The committee has the right to request a second medical doctor or dentist's opinion from a doctor of their choice.
10. An individual may be granted one request per school year and may appeal to the SLB committee for one (1) additional request of up to eight days during the same school year. Additional days may be granted to an employee during extreme and catastrophic circumstances. The SLB committee will determine the number of days granted in conjunction with information from the employee and the Kyrene School District Benefits department.
11. The SLB committee shall be comprised of up to eight Certified Employees appointed by the KEA President. The committee will meet every month, as needed. Decisions will be made by majority vote and will be conveyed to Talent Management, Benefits Department and the employee in a timely manner.
12. The COVID19 Certified Sick Leave Bank will be dissolved at the end of the pandemic and all remaining days will rollover into the KEA Certified Sick Leave Bank.
- 13. All decisions of the SLB committee are final.**

***DEFINITION: For the purpose of this document, "employee" or "certified employee" will be defined as a certified teacher, registered nurse, teacher on special assignment, counselor, social worker, certified coordinator, occupational therapist, physical therapists, speech language pathologists and speech language pathologist assistants.