

Kyrene School District Teacher Sick Leave Bank

The Teacher Sick Leave Bank is designed to help employees during extreme and catastrophic circumstances. These days will help provide the continuation of your health insurance coverage.

The Teacher Sick Leave Bank (SLB) will be maintained for all district teachers and nurses 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 day of unused leave to the bank upon signing of the contract. This benefit is not intended to replace salary. Teachers 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 Teacher Sick Leave Bank days will accumulate without limits and carry over into each consecutive year.

The following guidelines will be followed in administering this program:

1. Certified employees can donate a day of sick leave during the designated Sick Leave Bank donation windows:
1st SLB Donation Drive: 1st contract day to September 30th
2nd SLB Donation Drive: January 1st-February 15th
2. **Starting with the 2020-2021 school year, NEW teachers can donate a personal day from the first day of their contract to join the sick leave bank.**
3. Only those teachers contributing to the SLB will be eligible to receive days from it.
4. Days contributed to the SLB cannot be subsequently refunded unless the SLB is dissolved. If the SLB is dissolved, days remaining in the bank will be returned to current participants on a basis prorated by their respective contributions and the number of days remaining at that time.
5. The teacher or nurse 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.
6. No teacher or nurse shall be eligible for the SLB after qualifying for long-term disability coverage.
7. A teacher or nurse may receive days from the SLB for extreme and catastrophic circumstances to self or immediate family (immediate family is defined in Meet and Confer). Sick Leave Bank days will not be granted for maternity, except when complications arise from pregnancy.
8. 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 teacher, 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.

9. 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.
10. The SLB committee shall be comprised of up to eight teachers or nurses appointed by the KEA President. The committee will meet the first and third Thursday of every month, as needed. Decisions will be made by majority vote and will be conveyed to Human Resources, Benefits Department and the employee in a timely manner.
- 11. All decisions of the SLB committee are final.**