



**BOOK:** Employee Handbook Administrative Guideline  
**PART:** I – All Employees  
**SECTION:** 9.09  
**TITLE:** Accessing Employee Sick Leave Pool

## **EMPLOYEE EMERGENCY SICK LEAVE POOL**

### **BACKGROUND**

Several employees have expressed concern over the years about how to assist those employees who incur major health problems. Frequently these employees exhaust available sick leave before long-term disability thresholds are activated (60 days). Compassion toward coworkers stricken by such circumstances prompted the request to design a mechanism to establish an emergency sick leave pool to assist in such cases.

### **ESTABLISHING THE EMERGENCY SICK LEAVE POOL**

Annually by October 1 employees of the School District of Colby may designate that a contribution of from one or five sick days from any employee's personal sick leave account may be allocated to the district's emergency sick leave pool. By this donation, the employee relinquishes any and all subsequent claims to the sick days being designated to the district emergency sick leave pool. All employees are eligible to donate days to the emergency sick leave pool and all employees will be eligible to access sick days from the emergency sick leave pool whenever they may qualify.

All employee contributors will sign a statement stipulating their voluntary contribution of one to five days to the emergency sick leave pool for the designated school year, and acknowledging that each day contributed is surrendered with full knowledge of the post-retirement benefit value and impact.

The days contributed to the pool will remain available for employees' emergency use and the pool of unused sick days available for emergency use by employees will be carried to the subsequent year. If, upon evaluation and recommendation by the emergency sick leave pool review committee, the number of sick days available within the pool is deemed adequate for the school year, the superintendent may declare a moratorium on contributions to the sick leave pool until such time as the unused sick days are depleted and a new contribution period is warranted.

The district's administrative assistant – payroll maintains all employees' sick leave records and will also manage record keeping for the district's emergency sick leave pool. Annually by October 1, the administrative assistant-payroll will report the number of accumulated days in the emergency sick leave pool to the district comptroller.

If, during the course of the school year the emergency sick leave pool is depleted [no additional sick days are available for employees' emergency use], the superintendent may declare a two-week period whereby

employees who desire to contribute to the pool again may certify one additional day as a contribution to the emergency sick leave pool for the current school year.

### **ACCESSING SICK DAYS FROM THE EMERGENCY SICK LEAVE POOL**

When an employee is diagnosed with an illness or undergoes any accident, operation, or emergency circumstance for which sick leave would apply (excluding child rearing leave, unless other extenuating medical conditions are present) and for which the employee would be necessarily away from job tasks for ten days or more, the employee [or his designee] may make application for emergency sick leave days to the superintendent who will forward this request to a meeting of the emergency sick leave pool review committee.

The person requesting days from the emergency sick leave pool must stipulate that all other leaves—personal leave, applicable emergency leave, and sick leave—will have been exhausted by the date for which the emergency sick leave pool days are requested.

### **EMERGENCY SICK LEAVE POOL REVIEW COMMITTEE**

The committee will consist of three members, including one teacher representative appointed by the superintendent, one support staff member appointed by the superintendent, one principal appointed by the superintendent, and the school district comptroller, who will chair the review committee's deliberations.

The emergency sick leave pool review committee may allocate days from the emergency sick leave pool as requested by the employee until the employee qualifies for the district's long-term disability insurance.

The review committee will oversee all allocations of sick days from the emergency sick leave pool.

### **APPEAL OF DECISIONS MADE BY THE SICK LEAVE POOL REVIEW COMMITTEE**

Appeals to decisions of the emergency sick leave pool review committee may be made only to the board of education's personnel committee in accordance with the district's normal due process timelines.