

## **CUSD #66 Sick/Catastrophic Bank Policies and Procedures – Certified & Noncertified**

### **I. Enrollment**

- New employees wanting to join the bank must complete and turn in the paperwork on or before September 15<sup>th</sup> of their first year. Employees hired mid-year will be allowed to defer enrollment until September 15<sup>th</sup> of the next school year.
- Current employees wanting to join the bank must complete and turn in paperwork on or before September 15<sup>th</sup> of the 2015-16 school year.
- Once an employee is a member of the bank, he/she will not be asked to re-enroll and donate additional days unless the number of days in the bank reaches 20 or less.
- There will not be an annual all district open enrollment.
- Any member who uses the bank will be required to re-enroll by September 15<sup>th</sup> of the next school year and will be required to donate 2 additional days to be eligible for future use.

\* Two separate banks will be established: One for certified and one for noncertified staff

### **II. Retirement Donated Days**

- Retiring employees may choose to donate any number of days to the bank. Paperwork for this must be filled out by July 1<sup>st</sup> of the year of retirement.

### **III. Policies and Procedures**

- Employees who do not become members may not request use of sick/catastrophic days.
- Employees who choose not to re-enroll will not be allowed to use donated days nor will they be allowed to withdraw any days they had previously donated.
- Only members currently enrolled in the bank may use donated time.
- Employees who become members of the sick bank must sign a form saying that enrollment in the sick/catastrophic bank is voluntary. The form will also indicate the number of days donated. Employees must donate a minimum of 2 days.
- Employees cannot designate a specific employee to receive donated days.
- Members can only request donated days once all of his/her accrued sick/personal/vacation time have been used.
- Use/misuse of sick days will be taken into consideration when determining eligibility of sick/catastrophic leave days.
- The maximum number of days that may be requested is 20 per incident/illness.

### **IV. How to request sick/catastrophic days**

- The person requesting catastrophic days must first use all of his/her sick day/personal/vacation days.
- Once those days are exhausted, he/she needs to fill out the request form and send it to the Catastrophic Leave Committee Chair. The paperwork can be found on the district's website.

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- Committee members include: building principal/supervisor, CEA designee, building/classification representative, and committee chair
- Once the Catastrophic Leave Committee Chair receives the paperwork, he/she will contact the appropriate committee members.
- The catastrophic committee will meet and make a recommendation. The recommendation will be given to the superintendent and he/she will make the final decision.

**V. What criteria will the committee use to make a decision**

- Number of years in the district and number of days that person has accumulated in those years
- Attendance record
- Reason for the request
- Impact on employee and family

**VI. What is considered catastrophic?** A catastrophic illness and/or injury is an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability which results in the employee's inability to work.

- Surgery that is so imperative that it cannot be scheduled during a break, vacation, or summer months off
- Treatment or hospitalization of illnesses such as cancer, MS, MD, heart attack, stroke and etc. This would also include time off for an employee who needs to take care of a spouse, child or parent with such illnesses.
- Pregnancy related illnesses that require hospitalization of 4 or more days. This illness cannot be concurrent with a maternity leave.
- Injuries that are severe enough that the person requires hospitalization of 4 or more days.
- Fire or natural disasters
- Death of a spouse or child – up to 20 days
- Death of an immediate family members, excluding spouse or child – up to 5 days (see bereavement days)

**\* All of the above will require documentation for committee review**

**VII. What is not considered catastrophic?** Employees should make every effort to be in attendance on school days, SIP days, and institute days so that they will have accrued enough of their own sick time to cover these types of events.

Normal routine pregnancy care, post-natal care, maternity leave, routine or elective surgery, and minor illness or minor injury are not considered catastrophic.

### **VIII. Taking care of an immediate family member**

Members may be granted sick/catastrophic time to care for an immediate family member who has been diagnosed with a serious illness or who needs care after a major injury.

### **IX. Bereavement days**

Members may request no more than 5 donation days upon the death of an immediate family member (defined by the contract). Exceptions may be made upon the death of a spouse or child. All accrued sick/personal/vacation time must be used first.

- Members using donated days must re-enroll the following school year during open enrollment and must donate 2 days.

### **X. How much time may be requested?**

- The maximum number of days that may be requested is 20.
- Not all catastrophic events require twenty days. In these instances, the committee may decide to reduce the number of days allowed.
- Days may not be banked to use as needed. These days are intended to be used in succession.

### **XI. How often may an employee request catastrophic time?**

- One request per incident or illness, even if the illness/incident spans more than one year.
- One request per calendar year – starts on the date of the prior request

\* The district is responsible for tracking the number of days in the sick/catastrophic bank and will give the committee chair an annual report regarding those days.