

Whiteface Consolidated Independent School District
Sick-Leave Sharing Policy

This purpose of this policy is to provide a way for employees of Whiteface Consolidated Independent School District to donate accrued local sick leave days to other employees with need due to an unexpected extended critical illness, surgery, or temporary disability due to an injury.

Program Summary

Names of all eligible employees of WCISD will be placed on a list. When a need arises, names on the list will be contacted and given the opportunity to donate one day at a time for the need. The choice to contribute when contacted is completely voluntary. When the needed days are met for that occurrence, a marker will be placed on the list, so that if another need arises, the next name on the list will be contacted first. When the bottom of the list is reached, it will be started again at the top. No days are contributed “up front,” and volunteers will lose no days to the program unless and until there is a need.

I. Eligibility

Any employee of Whiteface Consolidated Independent School District who is eligible to accrue local sick leave is eligible for the program.

II. Receiving Benefits for Self

A. For Self

When a member has exhausted all state and local sick leave and still has need to be absent from duty due to unexpected extended critical illness, surgery, or a temporary disability due to an injury, that member can request days from the members. The request may be made before the absence from duty occurs or within ten calendar days of the absence. Unexpected Critical Illness is any illness that requires hospitalization or direct supervision of a physician.

B. For Maternity

Members may request days from the program for maternity. See *Section III. B* below for limits

C. For Illness of Immediate Family Member

Members may request days from the program for an unexpected extended critical illness or surgery of an immediate family member. Immediate family members shall be defined as spouse, children, grandchild, legal ward, or parents. See *Section III. C* below for limits.

III. Limits to Benefits

A. Self

For each request, a member may receive a maximum of ten days. For a year, the maximum will be twenty days.

B. Maternity

For leave due to maternity, the maximum number of days a member can receive will be five.

C. Immediate Family Member

For a qualifying need due to illness of an immediate family member, the maximum number of days a member may receive per request will be five, with an annual maximum of ten.

IV. Requesting Benefits

When an employee wishes to request days from the members, that employee, or that employee's representative will present the request to the administrative secretary. The request may be made before the absence or within ten calendar days of the absence. If the request meets the required criteria as listed in Section VI, the administrative secretary will contact the holder of the list, the chairman of the Sick-Leave Sharing Committee (see Section VII). The chairman will begin contacting the members on the list in order. Each member will be given the opportunity to contribute one day until the need is met. Contribution will be voluntary and no notation will be made on the permanent list as to who has and who has not contributed. Only contacts will be recorded. The nature of the need and the member requesting the days will not be automatically revealed; however, the member being contacted will have the prerogative to request the name of that member if they so desire. Contacts will be made through electronic mail. The message sent will be as follows:

"You are being contacted because your name is next in the rotation for the the WCISD Sick Leave Sharing Program..

A request has been submitted to the program for donation of days. Would you like to donate one day?"

The holder of the list will then give the names of those who have volunteered to contribute days to the administrative secretary.

V. Qualifying Requests

The administrative secretary will use the following criteria to determine whether a request by a member qualifies for donation of days under this program. In most cases, no value judgment will be required. In the event that the validity of the request is not obvious according to these criteria, the secretary will pass the request on to the Sick Leave Sharing Board for a decision.

- A.** The member must have exhausted all accrued state and local sick leave.
- B.** The request for days must be due to an unexpected extended critical illness, surgery, or a temporary disability due to an injury; maternity; or an unexpected extended critical illness or surgery of an immediate family member. (signed form from attending physician)
- C.** The member must have been granted fewer than the maximum number of days as set forth in Section IV.
- D.** Absence which is covered under Workers' Compensation will not be covered by the Sick Leave Sharing Program.

VI. The List

Employees will be added to the list in the order in which they are hired. Requests for days, when the need arises, will be made of the members in the order in which they appear on the list. When the requested days have been contributed, a marker will be placed on the list, indicating the member who will be contacted first for the next need.

VII. Sick Leave Sharing Board

The Sick Leave Sharing Board will consist of:

- A.** The chairman of the site-Based Decision Making Committee (chairman)
- B.** One representative for elementary teaching staff
- C.** One representative for secondary teaching staff
- D.** One representative for support personnel
- E.** The employees immediate supervisor