

EXHIBIT D – SICK LEAVE POOL

PURPOSE

The purpose of the Sick Leave Pool (Sick Leave Pool), formerly known as the Catastrophic Leave program, is to assist employees of AISD with additional sick leave days in the event of a prolonged catastrophic illness or injury that forces them to exhaust all available sick leave, personal leave, vacation and leisure bank time (if applicable), or any other type of available leave and would otherwise result in a loss of income. The Sick Leave Pool program allows employees to voluntarily donate accrued local or state leave days to another employee.

DEFINITIONS

A full-time employee is defined as one who is in a position that is scheduled for 1050 hours annually. All employees who submit a request for Sick Leave Pool days must be full-time employees.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of an employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Complications resulting from pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph. [See DEC(LOCAL)]

SICK LEAVE POOL ADMINISTRATION

The Sick Leave Pool will be administered by the Director of Risk Management (Administrator) of the AISD Benefits Department. The Administrator shall have the responsibility of receiving requests, verifying the validity of requests, and processing the donation of Sick Leave Pool days. The Administrator shall also be responsible for reviewing the policies and operations of the Sick Leave Pool. A representative from the Benefits Department Employee Leave Office shall maintain the District Sick Leave Pool files and records regarding the operation of the Sick Leave Pool. The confidentiality of all medical records and donors' names will be maintained. A report on the operations of the Sick Leave Pool will be made at any time at the request of the superintendent or his/her designee.

Employees who wish to appeal the decisions of the Sick Leave Pool Administrator must follow the employee grievance process outlined in Policy DGBA.

USE OF SICK LEAVE POOL DAYS

1. All full-time employees of AISD who have worked for one full, continuous year in a full-time position are eligible to request establishment of a Sick Leave Pool. An employee may be granted up to the maximum number of days contributed to the pool, not to exceed 30 days for any one condition. Only one pool may be requested by an employee per fiscal year. The fiscal year is July 1st – June 30th.
2. The employee will be permitted to use Sick Leave Pool days for absences due to a catastrophic illness or injury during regularly scheduled duty days after exhausting all available

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

sick leave, personal leave, vacation and leisure bank time (where applicable) or any other type of available leave.

3. The minimum request will be for eleven (11) days. An employee who suffers from a catastrophic illness or injury, which extends at least eleven (11) days beyond all available leave, may apply for donated days from a Sick Leave Pool on the appropriate forms. A ten day, full pay deduction will be required before any donated days can be used.
4. The Sick Leave Pool days will be used for absences for consecutive work days. The Sick Leave Pool days may also be used intermittently for continuous treatment as prescribed by the recipient's treating physician, such as chemotherapy, radiation, or dialysis.
5. The need for Sick Leave Pool days will cease when the recipient's treating physician determines that the employee may return to work.
6. In no case will the granting of leave from donated days cause an employee to receive more than his/her annual salary. Sick Leave Pool days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the employee is not paid.
7. All requests must be made by submitting a completed Request for Sick Leave Pool Days Form to the Sick Leave Pool Administrator within thirty (30) calendar days of the date first eligible for the establishment of a Sick Leave Pool.
8. The Sick Leave Pool Administrator will review the information and make his/her decision on all requests for the establishment of a Sick Leave Pool within fifteen (15) working days after such request is received.
9. Donations of accrued local or state days to a Sick Leave Pool is voluntary on the part of the donor. A signed statement indicating the number of accrued local or state days the employee wishes to donate to the pool must be submitted to the Administrator or his/her representative on the appropriate form. Donated days given to the Sick Leave Pool are not available for use by the donor.
10. Only earned or available local or state leave may be donated to a specific Sick Leave Pool. An employee may donate up to 30 accrued local or state leave days to a Sick Leave Pool for any one employee.
11. All donations must be made in full-day increments. The donated days may be used in half-day or full-day increments as needed. Donated days will be applied to an individual pool for use in the order in which the forms are received. Days pledged but not used by the recipient will be returned to the donors when the pool ceases to exist or when there is no longer a need.

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

MISCELLANEOUS

1. The Sick Leave Pool may only be used for the contributor's own personal illness; it may not be used for illness of other members of the employee's family, or by the employee to remain away from his/her position in order to assist a member of his/her family who is ill.
2. A member requesting use of donated days from a Sick Leave Pool will sign a statement attesting to the fact that the condition which necessitated the request for days from the Sick Leave Pool was unknown to the employee for at least one year prior to the request. A doctor's verification will also be required.
3. Sick Leave Pool days may not be used for catastrophic illnesses or injuries resulting from work-related incidents (Workman's Compensation) which occurred at AISD or any other place of employment.
4. Sick Leave Pool days may not be used for elective, routine, or non-catastrophic procedures or normal pregnancy-related illnesses.
5. Sick Leave Pool days may not be used for certain surgeries, including cosmetic, elective, or other non-medically necessary except when life-threatening conditions arise from them.
6. All forms for request of Sick Leave Pool days, for medical certification, for notice of grant of Sick Leave Pool days shall be available in the AISD Benefits Department and shall be sent to any employee at his/her request.
7. Copies of all Request for Sick Leave Pool Days Forms, Sick Leave Pool Treating Physician's Statement Forms, and Notice of Grant or Denial of Request Forms shall be kept on file in the District files of the Sick Leave Pool.
8. Each Request for Sick Leave Pool Days Form shall be checked for employee qualifications (1050 scheduled hours being worked annually and having worked at AISD for one full, continuous year in a full-time position). Employees will be notified if qualifications are not met. These forms shall be kept on file in the District Sick Leave Pool files.
9. The Sick Leave Pool Administrator may refuse to consider a request that does not contain the required information.

MEDICAL CERTIFICATION

1. All requests for Sick Leave Pool days must be accompanied by the Sick Leave Pool Treating Physicians Statement confirming the cause of illness or confinement and certifying the existence of a disability to perform assigned duties. The form must be personally signed by the physician. The Sick Leave Pool Administrator will not accept any physician's statement unless it is on the official Sick Leave Pool Treating Physician's Statement Form.
2. An applicant may be required to undergo a medical review by a second opinion physician of the Sick Leave Pool Administrator's choice at any time, at the expense of the AISD upon

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

approval of the Chief Human Resources Officer. This physician's report is to be sent directly to the Benefits Department to be submitted to the Sick Leave Pool Administrator for action.

3. In case a contributor's incapacity is of such a nature that he/she cannot personally apply for a grant, his/her application may be submitted to the Sick Leave Pool Administrator by his/her agent or member of his/her family on his/her behalf.

EXHIBIT E: SICK LEAVE BANK POLICY

PURPOSE

The purpose of the Sick Leave Bank (Sick Leave Bank) is to assist members of the Bank with additional sick leave days to members of the Bank in the event of an unexpected catastrophic illness or injury that forces them to exhaust all available sick leave, personal leave, vacation and leisure bank time (if applicable), or any other type of available leave and would otherwise result in a loss of income. The Sick Leave Bank is a collective deposit of local and state leave days received from eligible enrolling employees and subsequent contribution from members.

DEFINITIONS

Sick leave days from the Bank are those days granted to a member who because of an unexpected catastrophic illness or injury is unable to perform the duties of his/her position.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the service of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Complications resulting from pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph. [See DEC(LOCAL)]

A full-time employee is defined as one who is in a position that is scheduled for 1050 hours annually. Any reduction of scheduled hours below this amount will make the employee immediately ineligible for current or continuing membership.

The Sick Leave Bank enrollment period is defined as July 1 – Aug 31 of each year.

SICK LEAVE BANK ADMINISTRATION

The Sick Leave Bank will be administered by the Director of Risk Management of the AISD Benefits Department. The Sick Leave Bank Administrator shall have the responsibility of coordinating the annual enrollment period, receiving requests, verifying the validity of requests, and determining approval or denial of the requests. A representative from the Benefits Department Employee Leave Office will communicate the decision to the member. The Administrator will also be responsible for reviewing the policies and operations of the Sick Leave Bank. The representative shall maintain the District Sick Leave Bank files and records regarding the operation of the Sick Leave Bank. The confidentiality of all requests and medical records will be maintained. A report on the status of the Sick Leave Bank will be made at any time at the request of the superintendent or his/her designee. Employees who wish to appeal the decisions of the Sick Leave Bank Administrator must follow the employee grievance process outlined in Policy DGBA.

MEMBERSHIP

1. All full-time employees of AISD who have 5 days of accumulated leave (local or state) as of June 30 of the current year are eligible for initial membership in the Sick Leave Bank. Participation is voluntary, but requires contribution to the bank. Only contributors will be

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

permitted to use the bank for payment for a catastrophic illness or injury during regularly scheduled duty days, and beyond all available sick leave, personal leave, vacation and leisure bank time (where applicable) or any other type of available leave. The rate of contribution for the employee's initial membership year shall be one (1) day of local or state leave.

2. Rate of contribution for future years will be determined by the Sick Leave Bank Administrator. If the Sick Leave Bank requires a new contribution from employees, all current members who have one day of current or accumulated local or state leave available may give one of those days to continue membership during the enrollment period.
3. The contribution on the appropriate form will be authorized by the employee and membership will continue from year to year until canceled in writing or bank member fails to make a contribution when all members are asked for an additional day. Sick leave properly authorized for contribution to the bank will not be returned if the bank member elects cancellation. Cancellation on the proper form may be effected at any time and the employee shall not be eligible to use the bank as of the effective cancellation date
4. Contributions shall be made at the time the Sick Leave Bank enrollment form is received as long as it is received during the enrollment period. Employees returning from extended leaves which include the enrollment period will be permitted to contribute to the bank only after having the approval of the Sick Leave Bank Administrator.
5. Only earned or available local or state leave may be contributed to the Sick Leave Bank. No bank member shall be required, for purposes of maintaining status in the Sick Leave Bank, to contribute more paid leave days than other members.
6. A minimum number of participants is required to ensure that an adequate number of Sick Leave Bank days will be available to implement the benefits of membership. It is established that a minimum of 900 members will be required to sustain the operation of the Sick Leave Bank.

USE OF BANK

1. Use of the bank will be limited to the number of days in the bank on the established contribution deadline of each year.
2. Conditions known to exist by the employee on or before the date of joining the Sick Leave Bank will not be covered under provision of the Sick Leave Bank until one year from the date of the employee's initial enrollment.
3. Sick Leave Bank days may not be used for elective, routine, or non-catastrophic procedures or normal pregnancy-related illnesses.
4. Intermittent use of Sick Leave Bank days is limited to an employee who can return to work following a catastrophic illness or injury and can work half days on a continuous schedule or for absences used for continued, intermittent treatment, such as chemotherapy, radiation or dialysis.

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

5. A member requesting use of the Sick Leave Bank will sign a statement attesting to the fact that the condition which necessitated the request for days from the Bank was unknown to the employee at the time he/she became a member of the Bank. A doctor's verification will also be required.
6. Grants from the Bank shall be in units of not more than twenty (20) consecutive working days.
7. The maximum number of days that can be granted in any one fiscal year will be 60 days. The fiscal year is July 1st - June 30th. An employee can be granted Sick Leave Bank days for no more than two consecutive fiscal years. Days approved and not used, will not be carried over to the next year. The minimum request will be five (5) days. In no case will the granting of leave from the bank cause a bank member to receive more than his/her annual salary. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the member is not paid.
8. Members must use all available sick leave, personal leave, leisure bank time and accrued vacation leave (if applicable), or any other type of available leave before receiving days from the Sick Leave Bank. A member who suffers from a catastrophic illness or injury, which extends at least five days beyond the available leave, may apply for a grant from the Sick Leave Bank on the appropriate forms. If a grant is approved, the Bank requires a four day, full pay deduction before the approved days can be granted. The Bank would require an additional four day, full pay deduction for a second illness.
9. If a bank member does not use all of the days granted from the Bank, the unused Sick Leave Bank days will be returned to the Bank.
10. The Sick Leave Bank may only be used for the contributor's own personal illness; it may not be used for illness of other members of the contributor's family, or by the contributor to remain away from his/her position in order to assist a member of his/her family who is ill.
11. Leave from the Bank may not be used for catastrophic illnesses or injuries resulting from work-related incidents (Workman's Compensation) which occurred at AISD or any other place of employment.
12. Each separate application for a grant from the Bank must include a new physician's statement on the appropriate Sick Leave Bank form.
13. Applicants may submit requests for extension of Bank leave grants before their prior grants expire. (Use regular Request for Sick Leave Bank Days Form accompanied by the signed Treating Physician's Statement Form.)

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

14. All requests to draw upon the Bank must be made upon a Sick Leave Bank Request Form and submitted to the Committee within thirty (30) calendar days of the date first eligible for a grant.
15. All requests to draw upon the Bank must be accompanied by the Sick Leave Bank Treating Physicians Statement confirming the cause of illness or confinement and certifying the existence of a disability to perform assigned duties. **The form must be personally signed by the physician.** The Administrator will not accept any physician's statement unless it is on the official Sick Leave Bank Treating Physician's Statement Form.
16. An applicant may be required to undergo a medical review by a second opinion physician of the Administrator's choice at any time, at the expense of the AISD upon approval of the Chief Human Resources Officer. This physician's report is to be sent directly to the Benefits Department to be submitted to the Sick Leave Bank Administrator for action.
17. In case a contributor's incapacity is of such a nature that he/she cannot personally apply for a grant, his/her application may be submitted to the Administrator by his/her agent or member of his/her family on his/her behalf.
18. An employee using the Sick Leave Bank will be considered eligible for further bank use after having returned and worked for 60 days following the illness. A severe illness may require intermittent usage of the bank, and a doctor's statement must accompany each absence for this purpose. However, a request to use the bank for a second and unrelated illness would be effected by the 60-day rule.

MISCELLANEOUS

1. Eligible employees who do not elect to join the Sick Leave Bank at the first opportunity afforded to them will not be permitted to join the Bank until the subsequent annual enrollment period.
2. The Sick Leave Bank Administrator will review and determine his/her decision on all requests to draw on the Sick Leave Bank within fifteen (15) working days after such request is received.
3. All forms for application for participation in the Bank, for grants from the Sick Leave Bank, for medical certification, for notice of grant or denial of requests, and for cancellation of enrollment shall be available in the AISD Benefits Department and shall be sent to any employee at his/her request.
4. The Sick Leave Bank Administrator may refuse to consider an application that does not contain the required information.
5. Copies of all Sick Leave Bank Membership/Cancellation Forms, Request for Sick Leave Bank Days forms, Sick Leave Bank Treating Physician's Statement forms and Notice of Grant or Denial of Request forms shall be kept on file in the District files of the Sick Leave Bank.

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(EXHIBIT)

- a. Sick Leave Bank Membership applications shall be checked for qualifications (1050 scheduled hours being worked annually) and have 5 days minimum accumulated local or state leave. Employee will be notified if qualifications are not met. These forms will be kept on file in the District Sick Leave Bank files.
 - b. Members who request a grant from the Bank will be notified of approval or denial by the Sick Leave Bank representative.
 - c. Membership cancellations will be acknowledged in writing before information is filed.
6. A member of the Sick Leave Bank will lose the right to use the benefits of the Bank by:
- a. Termination of employment with AISD by resignation, retirement, or termination;
 - b. Suspension without pay during the period of suspension;
 - c. A member's voluntary cancellation of his/her membership in the Bank;
 - d. Any abuse or misuse of the Policy of the Sick Leave Bank.
7. Personnel who terminate their employment with the District that results in a break in service forfeit membership in the Bank at the effective date of termination. If the employee wishes to regain membership in the Bank upon his/her return to the District, the enrollment and eligibility rules will be in effect.