

**DENVER CLASSROOM TEACHERS ASSOCIATION AND  
DENVER PUBLIC SCHOOLS  
SICK LEAVE BANK**

**Guidelines and Procedures**

**Effective September 1, 2002**

**The SLB was established in 1986 by members who desired to assist fellow colleagues in need due to illness/injury. The days in the bank have been donated by members for members. The bank is maintained by on-going contributions of personal accumulated sick days by members.**

**Purpose:** The sole purpose of the Sick Leave Bank (SLB) is to provide to eligible employees who have exhausted all of their accumulated sick leave the means of obtaining additional sick leave days upon proper approval of the Sick Leave Bank Approval Committee (SLBAC), thus allowing employees time to be restored to health so that they may return to work with the District.

**Eligibility:** All employees covered by the terms and conditions of the negotiated Agreement between the Board of Education and the Denver Classroom Teachers Association are eligible to voluntarily participate in the Sick Leave Bank.

**Membership:** All eligible (full-time, job-share and part-time contracted) employees will be able to enroll in the Sick Leave Bank program by filling out the APPLICATION FOR SICK LEAVE BANK MEMBERSHIP (Form 1) during the month of September and by voluntarily contributing one (1) sick leave day per year.

- **Current** members will have one personal accumulated sick leave day automatically deducted every October pay period. A member must contribute one day yearly to continue membership unless otherwise notified in September.
- All **new** members must have at least one day of personal sick leave accumulation as of October 1 following the September enrollment period in order to join the Sick Leave Bank. If you do not have a day to donate you will not be eligible to enroll until the following September. ENROLLMENT WILL BE OPEN DURING THE MONTH OF SEPTEMBER. MEMBERSHIP BECOMES EFFECTIVE THE FOLLOWING NOVEMBER 1 ONLY FOR **NEW** MEMBERS.
- Newly hired employees will be eligible to enroll in the Bank within thirty (30) days of the beginning of contracted service with the District.
- The Sick Leave Bank may automatically deduct additional contributions from participating members' personal accumulated sick leave days following a decline to a balance of SLB days which equal less than one-third (1/3) of the number of members enrolled. Members will be notified before this additional automatic deduction is necessary. A member must have one day to contribute at this time to maintain membership.
- Membership shall continue until revoked in writing by the member. Such revocation should be addressed to the Sick Leave Bank Secretary, Department of Employee Health Services. Previously contributed days will **not** be returned to members for any reason.
- Applications for membership must be submitted no later than the last working day of September, to the **Department of Employee Health Services**, Attention: Sick Leave Bank Secretary.

**Application For Use of Sick Leave Bank:** Application by SLB members for **use** of the Bank **must** be submitted in writing on the APPLICATION FOR SICK LEAVE BANK ASSISTANCE (Form 2) **and** accompanied by the SICK LEAVE BANK PHYSICIAN'S STATEMENT (Form 3) completed by the employee's attending medical or osteopathic licensed physician. Additional information from the physician may be requested with the applicant's permission. In the case of severe disability or illness, application may be made for the Bank member by a family member, friend, or co-worker.

- The applicant must use **all** personal accumulated sick leave prior to the usage of Sick Leave Bank days.
- A member must submit the application for use of the Bank no later than thirty (30) days after the first SLB day requested. In reviewing requests for Bank Leave, the committee will count back thirty (30) calendar days from the date the request was received and rule ineligible any days requested prior to that date.
- For an application to be considered, it must be in the Department of Employee Health Services by 4:00 p.m. the first Tuesday of the month.
- Should the SLBAC have cause to believe a member may be drawing SLB days in violation of the Guidelines and Procedures, that member shall be notified in writing by the SLBAC and accorded an opportunity to appeal to the SLBAC. The decision of the SLBAC will be final. Any member found in violation shall be required to repay all obtained days and prohibited from receiving days for a period of two (2) years.

**Administration:** The SLB will be governed by the SLBAC. Decisions of the SLBAC relative to the granting/revoking of sick leave days will be final.

- The SLBAC shall consist of administrators and pupil-contact personnel, plus appropriate consultants.
- Appointments to the SLBAC by the Department of Human Resources and DCTA will be for at least two (2) year terms. Terms of appointment may be staggered.

- All applications for usage will be considered by the SLBAC at regularly scheduled meetings to be held during the **second** week of the month.
- A report to the membership will be issued annually by the SLBAC to the Department of Human Resources and DCTA.
- All records, proceedings and actions of the SLBAC shall be held in strictest confidence.
- The right to revise the Guidelines and Procedures for the Sick Leave Bank is reserved for the SLBAC.

**Guidelines:** The specific **guidelines** which the SLBAC will use when determining the merit of an application and the distribution of Bank days will be:

1. All of the applicant's own sick leave accumulation must be exhausted before the applicant is eligible to draw from the Bank.
2. SLB days will not be granted to a member who is currently on a Board-approved leave.
3. SLB days will only be granted for circumstances which initially require five or more full school days of consecutive absence.
4. The maximum number of SLB days granted will be on the basis of years of **consecutive** membership in the Bank as follows:

	<u>Granted</u>
. First year of membership	10 days
. Two years of consecutive membership	20 days
. Three years of consecutive membership	30 days
. Four years of consecutive membership	40 days
. Five years or more of consecutive membership	50 days

Note: Members who are employed half-time will be granted days in units of half-days.

**Should an employee's membership be discontinued for one or more years, except for approved leave, he/she will be considered a new member and the limitations of benefits as stated above shall be applicable.**

5. No applicant will be granted more than the designated number of days ( 10, 20, 30, 40, or 50 ) per twelve month period according to schedule ( see # 4 ). Each member's year begins with the first SLB day used.
6. SLB days will be granted in increments up to 20 school days at a time. A new Application for Sick Leave Bank Assistance (Form 2) and Sick Leave Bank Physician's Statement (Form 3) may be required for additional usage of the SLB days.
7. Disability due to pregnancy will be treated as any other disability. Special Guidelines/Procedures using SLB days for Pre/Post Partum adopted 6/98 is attached (see page 3).
8. A second physician's opinion may be requested by the SLBAC at the member's expense.
9. SLB days will not be used in lieu of disability retirement.
10. SLB days will not be granted for elective surgery that could be scheduled during designated vacation periods or for treatment plans that could be scheduled outside normal work hours.
11. If long-term illness is anticipated or reoccurs the SLBAC will recommend a consultation with the Department of Employee Health Services, Human Resources and/or Retirement office to discuss other options.
12. Members who are receiving temporary disability payments from the Workers' Compensation Insurance Fund are not eligible to receive SLB days.
13. Members who are receiving payments from a third party as a result of an accidental bodily injury or sickness caused by the negligence or wrong doing of a third party shall not be eligible to receive SLB days.
14. A member requesting SLB days for mental/emotional disability must be under the care of a licensed physician and be involved in an active treatment plan.
15. SLB grants will end as of the last duty day of the contract member's year. SLB grants will **not** automatically be carried over from one contract year to another.
16. Approved SLB days will be granted to the member at the rate of 1/190th of the employee's current annual salary for each day granted. No member shall receive more than his or her annual salary as a result of SLB assistance.
17. The SLB may be used **only** by the individual member for his or her own personal illness/injury and not for the illness of family members or to care for a newborn.
18. All unused days must be returned to the SLB. The member will receive written verification from the Payroll Department and/or the SLBAC if unused days are returned to the SLB.
19. A member denied or revoked days from the SLBAC will be notified in writing of the appeal process.
20. The first 12 weeks of the Family Medical Leave Act Leave (FMLA) runs concurrently with the personal accumulated days and SLB days. Every employee who has been absent five (5) consecutive days must provide medical validation according to the adopted FMLA Board Policy.

Applications for Sick Leave Bank membership or usage may be obtained from individual school offices or the Sick Leave Bank Secretary, **Denver Public Schools, Department of Employee Health Services, Sick Leave Bank, Room 502, 900 Grant Street, Denver, CO, 80203, Telephone 720.423.3915, Fax 720.423.3853.**



