PERSONNEL 005

Sick Leave Sharing Policy 005.10

I. PURPOSE

The School Board of the Standing Rock Community School recognizes the need for our School to provide support for our personnel in the time of medical/health crisis and catastrophic illness/life threatening illnesses/injury.

Therefore, the Standing Rock Community School has created this policy to allow leave sharing only in the event of catastrophic illness/life threatening illness.

II. GENERAL STATEMENT OF POLICY

Catastrophic illness/life threatening illness/injury is one that incapacitates the employee or a member of the immediate family (spouse, children, parents, brothers, sisters, grandparents, and grandchildren) and places his/her life at risk, and creates a financial hardship because the employee has exhausted all eligible leave credits.

The School Board defines catastrophic illness/injury-life threatening illness/injury as: severe illness/injury which deprives the employee of performing his/her job duties and requiring prolonged hospitalization or recovery for the employee or to care for an immediate family member. A life threatening illness/injury is one that places the employee or immediate family member’s life at risk due to that illness/injury.

The catastrophic/life threatening illness/injury to be considered under this policy must be verified by medical certification and/or written documentation from the medical facility/surgeons/physicians providing health care/services to the employee or immediate family member.

This policy is designed to provide leave sharing for a fulltime employee or immediate family member who is subject to a catastrophic illness/injury and who has completed one year of fulltime employment with the School.

The Superintendent of Schools shall be the authorizing agent on behalf of the School Board and shall determine eligibility and approve or deny such applications.

III. PROCEDURES, RULES AND REGULATIONS

The Rules and Regulations governing employee leave sharing is hereby attached...
ADMINISTRATIVE RULES/REGULATIONS

Following are the rules and regulations regarding the leave sharing policy of the Standing Rock Community School:

I. Employee Requesting the Leave Sharing:

A. To be eligible for Employee Leave Sharing, the employee must:

i. be a fulltime employee of the school and have completed a minimum of one full year of employment with the School

ii. before being eligible to receive sick leave days through the Leave Sharing program, an employee must have exhausted all leave balances (personal, sick, compensatory (if applicable), and be designated in a leave without pay (LWOP) status.

iii. demonstrate with appropriate documentation that the illness/injury reaches the level to be termed life threatening/catastrophic

iv. complete the sick leave sharing request application

v. receive written authorization from the Superintendent of School who is authorized to declare or deny eligibility.

B. Leave Sharing Employee Contributors:

i. The Office of Human Resources and the Payroll Technician shall be responsible for managing and administering the leave sharing program and shall be responsible for procedural matters, solicitation of contributions from the staff, processing of applications and records management.

ii. Employee contributors must retain a minimum of 12 days or 96 hours of sick leave after contributing leave sharing sick leave days to the eligible employee.

iii. The employee contributor must provide a written release of sick leave days for the named recipient to the Payroll Office with the release document containing the number of days/hours contributed.

iv. The contributed leave days shall not be deducted until the recipient uses the leave days.

v. Should the recipient not use the leave days or hours, the sick leave days shall remain with the contributing employees’ cumulative total.

C. Limitations of the leave sharing policy

i. The leave sharing shall not be more than twenty (20) consecutive work days per application with the maximum number authorized for one employee of ninety days work days ninety (90) in a school year.

ii. The following medical conditions/circumstances shall not be covered under this leave sharing policy:
1. Any job-related illness/injury for which workers’ compensation benefits have been awarded.
3. Any injuries occurring in the course of committing a felony or an assault.
4. Sick leave sharing is not available to an employee as a result of caring for a sick or injured relative.

iii. Right of Appeal: Should the employee disagree with the decision of the Superintendent, he/she has a right to appeal to the Sick Leave Sharing Appeal Committee comprised of the Chair of the SRCS, the Human Resources Manager, Payroll Technician, and one staff member.

1. The Appeals Committee shall hear the appeal and make a decision on employee eligibility of the requesting employee.
2. The decision of the Appeals Committee shall be committed to writing within two days and the decision forwarded to the requesting employee with a copy to the Superintendent of Schools.
3. The decision of the Appeals Committee shall be final.

II. Leave Sharing Application:

A. The Leave Sharing Application is hereby attached.