



## ROCKWALL ISD SICK LEAVE BANK GUIDELINES

### Purpose

The purpose of the Rockwall ISD Sick Leave Bank is to provide additional sick leave days to employees in the event of catastrophic illness or injury.

### Eligibility

All Rockwall ISD employees are eligible to enroll in the Sick Leave Bank annually, by donating a local leave day during open enrollment. The eligibility extends to EMPLOYEE AND IMMEDIATE FAMILY ONLY as defined in Items 1-3 of policy DEC (LOCAL) which reads, "Spouse, children and employee's parents".

### What You Need To Know:

- Eligible employees become a member by donating one (1) local leave day per year.
- Members must have exhausted all accrued paid leave prior to accessing the Sick Leave Bank due to catastrophic illness or injury.
- An employee must be absent or expect to be absent five (5) or more consecutive full work days for the same reason, in order to apply for Sick Leave Bank benefits.
- Absences for elective procedures are not covered.
- Appropriate medical certification showing the qualifying reason for the employee's absence must accompany the request.
- Sick Leave Bank days may be used intermittently with proper medical certification requesting the need of intermittent use.
- A Committee will review requests for use of Sick Leave Bank days.
- All employees are required to submit a Sick Leave Bank selection, either accepting or declining participation annually during open enrollment.
- Sick Leave Bank year is September 1 – August 31 of each school year.
- New employees have 31 days from their hire date to make a Sick Leave Bank election.
- Employees must have earned at least one Local Sick Leave Day for the plan year in order to become a member.
- Members may be eligible to withdraw up to 30 paid Sick Leave Bank days per year.
- Donated days become the property of the Rockwall ISD Sick Leave Bank.
- Sick Leave Bank days related to pregnancy may only be granted during medically necessary bed rest or during the first six (6) to eight (8) calendar weeks after delivery, depending upon delivery. Request for Sick Leave Bank days beyond the standard six (6) to eight (8) week recovery period may be considered with additional documentation from physician regarding medical necessity.
- Once all available accrued paid leave is exhausted, employees will be docked at the following rates:
  - Professional employees - \$70.00 per Sick Leave Bank day used
  - Support employees - \$20.00 per Sick Leave Bank day used
  - Auxiliary employees - \$10.00 per Sick Leave Bank day used