

CENTER SCHOOL DISTRICT #58

VOLUNTARY SICK LEAVE CONTINGENCY PLAN

Revised 1/20/06

The Voluntary Sick Leave Contingency Plan for the Center School District first became effective for the 1976-77 school year after approval by the Board of Education in July, 1976.

All employees of the district who are employed for 30 or more hours per week (during the school year) are eligible for membership in the Voluntary Sick Leave Contingency Plan. New employees who enroll in the plan will become eligible for benefits due to qualified illness or injuries which occur after their enrollment date and during or after the first day of work at Center School District #58.

The provisions of the Plan are as follows:

ENROLLMENT: Enrollment in the Plan shall occur prior to September 10 in any school year in which the employee gains eligibility to belong to the Plan. Those employees beginning work in the district after September 10 who would otherwise be eligible to join the plan may enroll during the first ten (10) days of their employment.

INITIAL CONTRIBUTION TO JOIN THE PLAN: An eligible employee who elects membership in the Plan will contribute one (1) day from his/her accumulated personal leave. This deduction will be authorized by the employee's signature on the Plan's enrollment form, and the individual's personnel records will be adjusted to reflect this contribution.

ADDITIONAL CONTRIBUTIONS: *An additional assessment of the membership will be made whenever the number of days available for distribution under the Plan decreases to Seventy Five (75) or less.* No member will be required to contribute more than two (2) days in a contractual year. In cases where a member has no days to contribute at the time of an additional assessment of the membership, they may remain a member by agreeing to contribute the assessment day(s) as soon as it (they) are earned.

PURPOSES OF THE PLAN: The major purpose of this plan is to provide a supplement to the member's accumulated leave days upon the occurrence of an employee's major illness or accident which results in an extended absence. A major illness or accident is defined as one which requires extended hospitalization or intensive outpatient care. Hospitalization for substance abuse treatment and elective or cosmetic surgery (unless made necessary by a qualifying illness or accident) shall not qualify under the Plan.

Individuals with continuous enrollment, having met all requirements, are eligible to draw from the Plan up to the number of days indicated below:

First, second and third year of enrollment 15 days
Fourth and fifth year of enrollment 30 days

After the fifth year of enrollment, having met all requirements, members are eligible for up to 50 days a year.

The maximum number of days given for Maternity Leave is 15 days. Maternity Leave is 6 weeks. You would use any accumulated time you have, personal and sick leave then 3 days of pay deduct and then you'd start using days out of the sick leave pool up to 15 days not to exceed 6 weeks maternity leave. Unpaid Family Medical Leave would be available after available days are used.

Extenuating/catastrophic circumstances could be considered for additional days.

A second purpose of this Plan, which has been approved by the Board of Education, is that the Plan may provide additional leave for a member who has someone in the immediate family (as defined in Board Policy) suffering from a terminal illness for whom they are the primary care-giver, or who loses to death a member of the immediate family. A maximum of 20 days from the Plan may be granted under this provision.

APPLICATION FOR BENEFITS: For any qualifying circumstance in accordance with the purposes listed above, a member may apply for days of additional leave to be granted from the Plan. Application for benefits may be made by sending a letter to the Governing Committee of the Voluntary Sick Leave Plan (in care of the Assistant Superintendent/Human Resources) which details the circumstances supporting the member's request for relief under the provisions of the Plan. In addition, the member should also submit a letter from a physician which states the member's absence is necessary due to one of the above provisions of the Plan and which gives an anticipated date of return to work for the member. The Governing Committee may appoint a representative for an incapacitated member who will be empowered to file the application for benefits on the member's behalf. Other evidence considered by the Governing Committee in their review of the member's application will be the district's personnel record of the member's usage of leave days during their term of employment in the district. Further, the Governing Committee will have the right to require an examination by a physician of the Governing Committee's choice at the claimant's expense if they feel that this is necessary to assist in arriving at an appropriate decision of the member's application. No days will be granted to the applicant prior to their providing the above-described evidence.

WAITING PERIOD FOR BENEFITS: A member may draw additional leave days from the Plan only after three (3) consecutive working days have elapsed following expiration of his/her own accumulated leave. In the event of a reoccurrence of the same illness or accident, the Governing Committee may (but does not necessarily have to) waive the three-day waiting period based on the above described evidence or special circumstances.

PROVISIONS OF THE PLAN: The following provisions will apply to members during the period of time that they have been granted additional leave days under the Plan:

1. Members withdrawing leave days from the Plan will be required to replace those days to the Pool at a rate of one day per year for as long as employment in the district continues.
2. If a member is eligible to receive salary benefits from under any employer paid plan, those benefits will be deducted from the leave pay drawn under this Plan.
3. Members will not earn and accumulate leave while collecting benefits under this Plan.

GOVERNANCE OF THE PLAN: The Plan shall be governed by a Governing Committee composed of five members, four to be elected by the Sick Leave Contingency Plan membership and one to be appointed by the Superintendent. Certificated committee members will be elected by certificated members of the Sick Leave Contingency Plan and non-certificated committee members will be elected by the non-certificated members of the Sick Leave Contingency Plan in proportion to the number of certificated and non-certificated members of the Plan.

The Governing Committee will review applications from members for additional days along with such additional evidence as they deem appropriate, and rule on the member's request. The Governing Committee shall have the power to rule on any unusual circumstances not specifically covered by the provisions of the Plan. The Governing Committee shall maintain on at least an annual basis an audit of the use of personal days under the Plan and the accumulation of days under the provisions of the Plan. Further, this data shall be available to and reported on request to the membership of the Plan.

TERMINATION PROVISIONS OF THE PLAN: The Plan will be discontinued if the Sick Leave Contingency Plan bank is exhausted, and further, the Plan may be discontinued effective at the end of a fiscal year by official action of the Board of Education.

If the Plan is discontinued by the Board of Education action, those members drawing benefits at the time of discontinuance will continue to draw the benefits as long as they remain eligible or until the Sick Leave Bank is exhausted, whichever occurs first. Any days remaining in the Bank after all eligible benefits have been paid will be written off.