



DCU SICK LEAVE BANK GUIDELINES

The District will establish a Sick Leave Bank, for which the DCU may solicit voluntary contributions from employees of up to five hundred (500) hours per year for use by employees who have exhausted their sick leave. The guidelines for use of the Sick Leave Bank will be jointly developed by the District and the DCU which will include the following:

- (a) Use hours from the Bank shall only be approved in case of critical illness or injury of an employee.
- (b) The employee must have exhausted all of his/her accumulated sick leave and vacation hours.
- (c) To be eligible, an employee must have been employed by the District for two (2) years or more.
- (d) Request for use of the Sick Leave Bank will be jointly approved by the DCU and the District. Request of less than five (5) days or more than twenty (20) days will not be considered.
- (e) The Sick Leave Bank will not be used in association with a worker's compensation claim.
- (f) Employees' contribution to the Bank shall be for not less than four (4) hours not more than one hundred (100) hours.