



PPS/PFSP SICK LEAVE BANK GUIDELINES

1. The Sick Leave Bank resources will be available to PFSP bargaining unit members. These unit members must be employed by the District for two years or more. Two years is defined as at least 384 days of full-time, part-time, miscellaneous or substitute work. This work does not need to be continuous or all within the two years prior to applying for the Bank. The unit member must meet the criteria outlined below and have exhausted all applicable paid leave accounts to include sick leave, reserve sick leave at 2/3 pay, personal and vacation. Employees on paid disability leave, absent because of an injury or illness covered by a workers compensation claim, or on an unpaid leave are not eligible for the Sick Leave Bank.
2. Application for use of the Bank shall be submitted to the Department of Human Resources with a completed Application for Leave of Absence, and a statement from the employee's health care provider. Human Resources will send a copy to PFSP. A Federation officer and a Human Resources designee shall jointly review each application. In order for the Bank to be utilized, both must agree. Their decision shall be without appeal.
3. Requests must be for five (5) or more of the employee's regular work days. Unless it is determined that extraordinary extenuating circumstances exist, an employee shall not be granted more than the equivalent of twenty (20) of their work days from the Bank. If a unit member needs more than 20 days, a new application with an updated medical statement verifying continued illness will be necessary.
4. The collective bargaining agreement limits the number of hours employees can contribute to the bank. PFSP unit members may contribute up to 1500 hours per fiscal year. Unused employee contributions shall be carried over into the next year as part of that year's 1500 hour limit. Employee contributions cannot be reclaimed or rescinded by an individual employee.
5. In making the decision regarding the employee's application, the Federation Officer and the Human Resources designee may consider the employee's record with the District, including past attendance and punctuality, as well as the statement by the employee's health care provider regarding the nature of the illness or injury, treatment plan and prognosis. It is the intent of the parties that common health conditions, illness or injuries do not qualify for use of the Bank. **Priority is given to those unit members who have an injury or illness that is of a critical or life threatening nature.** It is anticipated that such conditions would often necessitate hospitalization and/or therapy. Examples of conditions which meet these criteria include: malignancies, critical cardiac or pulmonary conditions, complications of pregnancy or delivery which become life threatening for the mother, major internal organ failures, and other non-elective surgeries. Examples of conditions which are not covered include: common colds, flu, muscle strain, sprains and simple fractures, normal pregnancy and delivery and elective medical procedures.

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