

19.7 Sick Leave Bank

- A. The sick leave bank shall be established by a one-time contribution from the Board of Education equal to the number of days contributed by the participating educational support employees. Sick leave bank days shall accumulate from year to year. **During the 2024-2025 school year the board will make a one-time contribution of twenty-five (25) days to the sick leave bank.**
- B. Any participating Oregon Education Support Personnel Association *employee* who has exhausted his/her accumulated paid sick, personal, vacation, and all other paid leave and has used at least five(5) consecutive days of unpaid leave for a personal illness shall be eligible to draw upon this bank for such additional leave *not to exceed* a maximum of thirty (30) *workdays* per *contract* year following one (1) *calendar* year of participation in the sick leave bank. When the bank falls below fifty (50) days the participants in the bank shall be assessed 1-day of sick leave.
- C. If an Oregon Educational Support Personnel Association *employee* is disabled and commences to draw benefits under IMRF, he/she will cease to draw benefits from the sick leave bank *and must return any remaining days borrowed from the sick bank, if applicable.*
- D. Sick Bank In/Out procedures:
IN: All eligible Oregon Educational Support Personnel Association *employees* must declare intent to contribute *four (4)* days (2 in year one, 1 in year 2 and 1 in year 3) with *in fifteen (15)* calendar days of hire. (See article 7.10. The Association is to be notified on the first payroll of any new OESPA hire.) Then annually, eligible *employees* may declare their intent to contribute *four (4)* days (2 in year one, 1 in year 2 and 1 in year 3) *by no later than* five (5) days after the beginning of each school year.

When an Oregon Educational Support Personnel Association employee declares his/her intent to contribute, he/she shall be considered a member of the sick leave bank but may not draw sick bank days until the required number of days has been contributed.

OUT: When an *Oregon Educational Support Personnel Association* employee leaves the District, the sick leave days that the employee contributed to the bank shall remain in the bank for use. In addition, an *Oregon Educational Support Personnel Association* employee leaving the District may contribute up to 25 days of their remaining accumulated sick leave to the sick leave bank.

If an employee who is currently employed and a sick bank member wishes to withdraw from the sick bank, they must submit their intent to withdraw in writing to the sick bank committee. Any days they donated to the bank would remain in the bank for use.

- E. Days drawn from the sick bank may be used only for personal illness of the bargaining unit employee. All sick leave bank days not used by the employee will be returned to the bank upon the employee's return to work. *The sick bank committee will be notified by the District office of any days returned to the sick leave bank at the time the first payroll is prepared.*
- F. A committee shall be established to act as the governing body for the administration of the sick leave bank. Its powers shall include:
1. Approval or denial of use of sick leave bank *days*.
 2. Setting rules for additional contributions of days by Oregon Educational Support Personnel Association *employees* to the bank.
 3. Setting criteria to define what an Oregon Educational Support Personnel Association *employees* must do to be a participant in the sick leave bank as that term is used in paragraph *(B)* above.

The committee shall consist of two (2) Oregon Educational Support Personnel Association *members* and two (2) administrators named by the Board. The committee shall develop rules of procedure for administration of the sick leave bank.

Possible stipulations/rules of procedure

1. ~~In order to become a member of the sick bank, the employee must be an OESPA member. If a non-member had joined the sick bank prior to <date of approval>, they will be grandfathered in as a sick bank member. If they leave the sick bank, they will not be eligible to rejoin unless they become an OESPA member.~~
2. If a sick bank member does not have sick leave available when members are required to contribute day(s) due to low balance, the member must make the required contribution(s) at the start of the next contract year, or they will be removed from the sick bank at such time. District office will be responsible for notifying the member of the impending assessment of sick days due to low balance of sick bank days. Members who are not current on contributions will be prohibited from drawing from the sick bank until the deficient day(s) have been contributed when the new allocation of leave days is provided.
3. If a sick bank request is granted, the recipient may not make another request for 1 full calendar year following their return-to-work date.
4. Sick bank requests must be accompanied by a physician's statement that includes the beginning date of the condition, ~~a description of the illness or injury~~ verification that the employee is under a physicians care for the medical condition requiring leave from work and an estimated number of sick days needed, and ~~a prognosis for recovery.~~
5. Sick bank requests will not be granted if the absence is related to an open Workmer's Compensation case.
6. The cumulative life-time limit of total sick bank days allowed to each member shall be sixty (60) days.
 - a. For current members who have already drawn from the sick bank, the lifetime limit shall be calculated from <date of approval> forward.
7. Current members who have not already given 4 days over their membership shall be required to donate additional days to up to a total of four (4) sick days. They would be given the opportunity to donate the remainder of the four (4) required days immediately, or to donate one (1) day per school year going forward until they have donated the required four (4) sick days.

8. If the sick bank balance drops below 50 days, each member of the sick bank will be assessed one (1) additional day of sick leave to contribute to the sick bank. District office will be responsible for notifying the sick bank members of the impending need for member contributions as soon as it is clear a group contribution will be required. Such notice will include the pay cycle date from which the contribution will be taken. District office will also notify the sick bank committee of members who do not have sick leave available to make the required contribution.
9. If a sick bank member does not utilize the entirety of the amount they were awarded, the recipient forfeits any remaining time, which will be returned to the sick bank. District office will be responsible for notifying the sick bank committee of the returned days and providing an updated balance sheet at the time of the first payroll following the return of the unused sick day to the bank.
10. If an OESPA employee leaves the district and donates days to the sick bank, District office will be responsible for providing the sick bank committee with an updated balance sheet at the time of the first payroll following the donation of the additional sick days.