

## **Personal Leave Bank**

Updated: 2/29/2016

### **Bank Operations:**

1. Individual must complete the membership application form and contribute at least one half day of individual personal leave to the bank.
2. Employees electing to not join during the open enrollment period must wait for the annual enrollment period of the following year to apply for membership to the bank.
3. The committee will determine the number of days necessary to assess members to keep the bank solvent. Days assessed shall be in the denomination of one day increments.
4. Days contributed to the bank will be deducted from the individuals' personal leave bank account and shall become the permanent asset of the bank.

### **When Can I Apply for a Grant?**

To apply for a grant, the member must meet the following criteria:

1. Have been absent due to illness or accident for a period equal to your accumulated sick leave and personal leave. This means that all sick and personal days must be depleted before request.
2. Must provide proof of illness verified by personal physician and date released to return to work.
3. Must complete Family Medical Leave paperwork.
4. Consideration may be given by the committee for other circumstances.

### **May I get my days back if I do not use them?**

No. The personal leave bank days that are donated will remain the asset of the bank.

### **How many days may I receive from the personal leave bank?**

Days are granted on a case-by-case basis with consideration to the number of days in the personal leave bank.

### **If I belonged in the previous year, do I need to rejoin?**

No, once you are member and maintain your membership status there is no need to reapply as long as employment with the district continues and is continuous.

## **Procedures for Request for use of Leave Bank Days**

Employees who request grants from the personal leave bank must include the following information with their request:

1. The Reason for Request: Illness, Accident, etc.
2. Beginning date of absence
3. Date anticipated for return to work
4. Number of days requested
5. Letter from your Physician that provides release date for return to work
6. In case of unusual circumstances, the physician's letter should delineate any complications. These circumstances may affect the size of the grant from the personal leave bank.
7. Completion of the Family Medical Leave paperwork and filed with Human Resources
8. The committee must receive the request within 10 days of the end of the pay period for sufficient time for payroll processing.

## **Intent of Personal Leave Bank**

The purpose of the personal leave bank is to compensate for absences due to extended illness, accident, or chronic conditions while under a physician's care.

## **Maternity Recovery Time**

Maternity recovery time is excluded from the personal leave bank and its mission.

## **Elective Surgery**

On occasion, individuals require elective surgery or medical treatment that is necessary but does not endanger the health and safety of the individual if the medical treatment is postponed until school is not in session. As a result, it is the policy of the personal leave bank committee to review such requests and carefully determine if there is an immediate need that qualifies for consideration or should be declined.

## **Function of the Personal Leave Bank Committee**

To assure the following:

1. The individual(s) requesting personal leave days from the Bank have complied with the provisions of the personal leave bank policy.
2. The provisions of the personal leave bank are applied consistently.
3. The number of days in the personal leave bank remains sufficient to support employees in need.

4. The committee can function in an efficient manner to evaluate the requests and notify the applicant in writing or e-mail of the committee's decision. This will include the number of days granted or the reason for the denial.

#### **Donations from members and non-members**

At any time during a school year or upon retirement or leaving the district, a member of the bank or a non-member may donate their personal days to the personal leave bank. Donations cannot be made directly to any individual within the district. Donations outside of the annual membership drive from a non-member are a donation only and do not make the person a member of the bank. If the bank is depleted the Mid-Prairie School District could ask if anyone would like to donate a personal day mid-year.