

DENVER PUBLIC SCHOOLS
SICK LEAVE BANK
Guidelines and Procedures



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The intent of this communication is to inform you of the voluntary Sick Leave Bank (SLB) and to acquaint you with the materials and procedures involved. The purpose of the SLB is to provide eligible employees who have exhausted all of their accumulated paid leave and would otherwise be on unpaid leave status, the means of obtaining additional paid sick days upon proper approval. The SLB allows eligible employees time to be restored to health so that they may return to work. It is not the intent of the SLB to provide additional days off for elective surgery, or to be used in lieu of a health leave or prior to retirement or resignation.

As a newly hired employee eligible to accrue sick leave, you have 30 days from your date of hire to enroll in the Sick Leave Bank. Enrollment is done on line as part of your New Hire Benefits Enrollment. You must have available the required number of personal sick leave as defined by your employee group by the first of the month following 60 days of employment in order to join. As a condition of continued membership, one (accrued sick day will be automatically deducted every **Nov. 1** unless you revoke membership.

Usage from SLB must be for your own personal illness and not for the illness of family members, and for circumstances which require five or more full days of consecutive absence. All of your own paid leave accumulation must be exhausted before you are eligible to draw from the SLB. Please review the guidelines and procedures for your employee group specifics.

If you decide not to enroll during your initial offering, annual open enrollment for new members will be **Sept. 1 through 30** with the membership effective date of **Dec. 1**.

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Administration: The SLB was established by members who desired to assist fellow colleagues in need due to illness/injury. The days in the bank have been donated by members for other members. The SLB is maintained by ongoing contributions of personal accumulated sick days by members. The Sick Leave Bank will be continued under guidelines and procedures developed and administered by Human Resources, approved by DPS and the participating employee groups.

Purpose: The sole purpose of the Sick Leave Bank (SLB) is to provide eligible employees who have exhausted all of their accumulated paid leave and would otherwise be on unpaid leave the means of obtaining additional sick leave days upon proper approval, thus allowing employees time to be restored to health so that they may return to work with the District. It is not the intent of the SLB to provide additional days off for elective surgery, to use in lieu of a health leave, or to use prior to retirement or resignation.

Eligibility: The following employee groups are eligible to voluntarily participate in the Sick Leave Bank:

- Administrators, Managers, and Supervisors: All employees classified as administrators, managers and supervisors by Human Resources.
- CWA: All employees covered by the terms and conditions of the negotiated CWA Agreement
- DAEOP: Must be full-time employee who has completed one year of service at an assignment of 40 hours per week and accrues cumulative sick leave.
- DCTA: Employees covered by the terms and conditions of the negotiated Agreement between the Board of Education and the Denver Classroom Teachers Association. Includes teachers, nurses, social workers and psychologists.
- Classified Personnel:
 - Professional-Technical, Non-affiliated, Facility Managers: Must be full-time.
 - Paraprofessional (full-time is defined as seven hours per day): If the hours as a Paraprofessional drop below seven hours per day, the membership in the SLB will terminate effective the end of the month in which the hours are reduced. If the hours are increased to seven hours per day within the same school year, the affected employee must notify Human Resources to be reinstated in the SLB without donating another two days as a new member.
 - ATU: All employees covered by the terms and conditions of the negotiated ATU Agreement who accrue cumulative sick leave.
 - ABGW: All full-time employees covered by the terms and conditions of the negotiated ABGW Agreement.
 - Food Service: Employees covered by the terms and conditions of the Nutrition Services Agreement who are working seven hours or more a day.
- Vocational Teacher: Any employee represented by the VTF provided the person has completed one year of full-time service, is a contract employee or annual contract employee, and accrues sick leave (full-time is defined as six hours per day).

Membership:

New Hire Initial Offering

- Newly hired employees will be eligible to enroll in the SLB within sixty days from their official first day of work with DPS.
- As a condition of enrollment, the following number of personal sick leave will be deducted from the new employee's accrual the first of the month following 60 days of employment.
 - Administrators, Managers, and Supervisors One Day
 - CWA Two Days
 - DAEOP Two Days
 - DCTA One Day
 - Classified Personnel Two Days
 - Vocational Teacher One Day (six hours)

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- If the employee misses the 30-day window of opportunity or if the employee has used his or her accrual below the required day(s) contribution limit, he or she will have the opportunity to enroll during the September SLB Open Enrollment period.

New Membership Annual Open Enrollment

- All eligible employees not currently a SLB member will be able to enroll in the SLB program by completing the online application for membership during the annual open enrollment Sept. 1 to 30.
- All new members must have the designated number of personal sick leave accumulation (see above) as of Nov.30 following the September enrollment period in order to join the SLB. If the employee does not have the designated number of days to donate, he or she will not be eligible to enroll until the following September.
- The effective date of membership for new enrollees is Dec. 1.

Continuing Membership

- Current members will have one personal accumulated sick leave day automatically deducted every November as a condition of continued membership. It's important that members not re-enroll during the open enrollment period as this action will stop continuation of membership.
- Previously contributed days cannot be returned to members for any reason.
- Membership shall continue until revoked by the member either during annual open enrollment (by selecting waiver) or in writing to Human Resources by Sept. 30. Re-enrollment is required for all revoked memberships and continuous membership is considered broken. New membership sick leave contribution must be satisfied upon re-enrollment.
- Employees returning from medical leave will be able to reinstate their enrollment in the SLB by emailing [Employee Services](#), or calling 720-423-3900 within 30 calendar days of return to work with the mandatory one personal accumulated sick leave deducted when sick leave begins to accrue again.

Application for Health Leave and SLB Day Usage:

- The employee must submit the request and attach a Medical Certification form through [Employee Space](#) when applying for a medical leave. See the [Family and Medical Leave](#) site for information on requesting a leave and to obtain the Medical Certification form.
- Available Sick Leave Bank days will automatically be applied to the employee's approved personal illness leave or maternity leave (see restrictions below) if the leave extends beyond the time the employee has exhausted all other paid leave accrual (sick, personal and vacation – in that order).

Guidelines: The following are the specific guidelines which Human Resources will use when determining the merit of an application and the distribution of SLB days:

1. The applicant's own paid leave accumulation must be exhausted before the applicant is eligible to draw from the SLB. Any accrued leave (sick, personal, and vacation) must be exhausted prior to SLB usage. Future sick leave will not be advanced during the school year (Sept. 1 through Aug. 31).
2. If a member is currently on a Board-Approved or other personal leave, requests for Sick Leave Bank day usage will not be considered.
3. SLB days will only be granted for circumstances which initially require five or more full school/work days of consecutive absence.
4. No applicant will be granted more than the designated number of days per twelve month period according to the classification/ Employee Group maximum amount (see below for details). Each member's 12-month period begins with the first SLB day used.

Administrators, Managers, Supervisors: An applicant will be granted up to 40 days per year.

CWA: No applicant will be granted more than thirty (30) days per year.

DAEOP: No member will be granted more than 20 days per year.

DCTA: The maximum number of SLB days granted will be on the basis of years of consecutive membership in the Bank as follows:

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	<u>Maximum Days Eligible</u>
First year of membership	10 days
Two years of consecutive membership	20 days
Three years of consecutive membership	30 days
Four years of consecutive membership	40 days
Five years of consecutive membership	50 days

Note: Should an employee's membership be discontinued for one or more years, except for approved leave, he/she will be considered a new member and the limitations of benefit maximum usage shall be applicable (first year of membership = 10 days).

Classified Personnel: No member will be granted more than 20 days per year.

Vocational Teacher: No member will be granted more than 60 hours per year.

5. Individuals who use the maximum number of SLB days within a 12-month period are not eligible for SLB day usage for one full year (i.e. Joe used his maximum SLB days with his first usage on Dec. 1, 2015. He would not be eligible to receive additional SLB days until Dec. 1, 2016.)
6. SLB days will be granted in the amount needed to extend paid status as close to the last day of the leave as possible, but no more than the appropriate annual maximum. The leave length and return to work date is defined by approved personal illness leave.
7. Disability due to pregnancy will be treated as any other disability. See the Special Guidelines/Procedure for using SLB days for Pre- or Post- partum by clicking [here](#). Note: SLB days cannot be used during the "baby bonding" portion of a maternity leave.
8. SLB days will not be used in lieu of disability retirement.
9. SLB days will not be granted for elective surgery that could be scheduled during designated vacation periods or for treatment plans that could be scheduled outside normal work hours.
10. Members who are receiving temporary disability payments from the Workers' Compensation Insurance Fund, Short-term Disability, or Long-term Disability are not eligible to receive SLB days.
11. Members who are receiving payments from a third party as a result of an accidental bodily injury or sickness caused by the negligence or wrong-doing of a third party shall not be eligible to receive SLB days.
12. The SLB may be used only by the individual member for his or her own personal illness/injury and not for the illness of family members or to care for a newborn.
13. Approved SLB days will be granted to the member at their usual daily rate of pay. No member shall receive more than his or her annual salary as a result of SLB assistance.
14. All granted but unused days must be returned to the SLB. The member will receive written verification from the Payroll Department and/or Health Leave personnel if unused days are returned to the SLB.
15. The first 12 weeks of the Family Medical Leave Act Leave (FMLA) runs concurrently with the personal accumulated days and SLB days. According to the adopted FMLA Board Policy, every employee who has been absent three or more consecutive days must provide medical validation and must use all paid sick, personal and vacation leave (in that order) prior to being eligible for unpaid leave.

Appeal Process

Should Health Leave personnel have cause to believe a member may be drawing SLB days in violation of the Guidelines and Procedures, that member shall be notified in writing by the Health Leave personnel and accorded an opportunity to appeal. The member can appeal in writing to Health Leave personnel within 10 working days of receipt of notification. The case will be reviewed by a committee made up of Human Resources and Bargaining Unit representation and the majority decision of the committee will be final. Any member found in violation shall be required to repay all obtained days and prohibited from receiving days for a period of two years.