

CATASTROPHIC SICK LEAVE BANK GUIDELINES

1. Catastrophic is defined as a severe illness, a severe physical condition, severe accident or severe illness producing a life threatening or severely incapacitating condition for which extensive medical treatment or prolonged absence from work is necessary. Only catastrophic medical problems will be considered for leave withdrawals from the bank. Illness or medical problems of a short-term nature shall not be considered.
2. Access to the Catastrophic leave bank is not a right and will be authorized at the discretion of the Catastrophic leave committee who considers multiple factors regarding the employee and the medical needs surrounding the catastrophic leave request.
3. Only employees who have contributed to the bank and who have or will have depleted their sick, personal, and vacation leave balances shall be eligible to receive consideration for leave from the bank.
4. Sick leave days can only be withdrawn for the illness of the employee, or necessary care for an ill spouse, parent, or a child. A maximum of 40 days can be granted to care for a family member.
5. All requests for sick leave consideration from the bank must be in writing. Employees should not contact members of the sick leave bank committee, but should submit all requests through the Human Resources Office.
6. All requests must include the reasons for the request and written verification from the employee's health care professional indicating the specific nature and severity of the illness or health care problems including the projected recovery date.
7. Withdrawals from the bank shall not exceed 80 contract days per employee during their employment with Weber School District. The committee may award a portion of the 80 days retroactively.
8. An employee is limited to one life-time benefit. If there are mitigating circumstances you may appeal one time to the Catastrophic committee but no more than 2 benefits of Catastrophic sick leave to any employee for the duration of their employment with Weber School District.
9. If the employee and their physician determine that the recuperation time will exceed the maximum allowable time the employee is eligible under this policy, the employee should apply for long term disability if eligible, or consider a medical leave of absence or separation from the District.
10. Any employee applying for sick leave bank benefits must have used at least 25 leave days during the current year for the same illness prior to receiving leave from the sick leave bank. Any combination of leave days or leave without pay days will satisfy this requirement. The committee may waive this requirement as it deems appropriate.
11. The committee will meet as needed, with a minimum of five business day notice, to consider requests for leave. A minimum of five committee members is required for a quorum. Requests for leave are only granted on an affirmative vote of 75% of the members present.
12. Employees receiving catastrophic sick leave can only use catastrophic leave for the reason for which it was granted (doctor's instruction and recuperation). Employees should follow doctor's instructions and should not work elsewhere or vacation while receiving catastrophic sick leave. Working or vacationing while on catastrophic sick leave is an abuse of leave and is cause for discipline including termination.
13. Employees are required to be available during regular working hours and are expected to attend meetings as required unless excused by physician.
14. Weber School District reserves the right to request a 2nd medical opinion at cost to the District. The catastrophic committee will review all information in making the final decision.
15. The Weber School District has the right to investigate abuse. If there is abuse, the District has the right to have the employee pay back the days used.
16. All appeals shall be in writing to the sick leave bank committee.
17. A request to withdraw membership in the sick leave bank must be in writing or changed on "Employee Online.". If a member withdraws, any days that have been contributed to the bank will remain in the sick leave bank.
12. If the applicant is eligible for Family Medical Leave (FMLA), the Human Resources Department will give notification to the applicant.
13. The Catastrophic Sick Leave Bank Committee may change these guidelines at any time upon a vote of 75% of its members. (At least 6 votes)
14. Days contributed to the sick leave bank and not used by the committee during a year will be carried over to the next year. If at the beginning of any year (July 1st), at least six members of the Committee believe that the bank is adequately funded for the coming year they may vote to not require the donation of an additional day from members of the bank for that year. However, anyone not previously a member of the sick leave bank who desires to become a member must still donate a day to the bank.

The Catastrophic Sick Leave Bank Committee is comprised of five classified and five certified members. Members serve for a 4 year term and may not serve for more than 2 consecutive terms. The facilitator is not a voting member of the committee and serves at the discretion and will of the Superintendent.

Revised 10/17/11