

Point Isabel ISD

Sick Leave Bank Overview

The Purpose

- *The purpose of the Sick Leave Bank (SLB) is to provide additional paid sick leave days to members of the bank in the event of a *catastrophic illness or injury which render the member unable to perform the duties of his or her position and causes a substantial loss of income.*
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Eligibility

All PIISD, full-time, regular employees whose work calendar is ten, eleven, or twelve months shall be eligible for SLB membership.

Regulations on Contribution of Days

- An employee must contribute three days of available local sick leave.
- The three days donated by each employee becomes the property of Point Isabel ISD Sick Leave Bank. No donations will be returned.

Cancellation of Membership

If a member cancels membership in the SLB, he or she will forfeit utilization of SLB and the three donated days will remain in the leave bank.

Granting Days from SLB

- Sick leave days from the bank are available only in the event of *catastrophic illness/injury.
 - Member must exhaust all available state leave, local leave, vacation days or any other accumulated compensation days.
 - Maximum number of SLB days that can be granted is 30 days. Minimum request is 10 days.
 - A member shall be reimbursed for the amount actually docked, but only after the committee has approved it.
 - Sick leave days will not be granted when a member is receiving monies from Workers' Compensation Act.
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Granting Days from SLB Cont.

Loss of Right to Utilize Sick Leave Bank Days

A member will lose the right to utilize SLB days by

- Separation of employment with the Point Isabel ISD
 - Suspension from employment at Point Isabel ISD
 - Choosing not to donate (pay back) the required days after utilizing the SLB
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The Process

- Requesting Sick Leave Bank Days
 - Submittal of Attending Physician's Statement
 - Appropriate Forms
 - Refusal of Request
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