

HIGH DESERT EDUCATION SERVICE DISTRICT

SICK LEAVE BANK

The Sick Leave Bank was started in 2006 as a way for HDES employees to support themselves and one another in times of severe illness or injury which requires extended time away from work. The Sick Leave Bank is a part of the ESD Collective Bargaining Agreement and is open to all regular employees of the HDES.

Purpose

This Bank provides sick leave assistance to those Bank members who experience a major prolonged illness, disability or injury and who have used all personal and sick leave available to them.

To be eligible for assistance:

- Employee must be a current member of the Bank
- Employee must have a serious health condition, certified by a medical practitioner and approved by committee (Note: normal pregnancy, parental leave or a family member's health condition is not eligible.)
- All paid leave must be exhausted
- Ten (10) consecutive working days initial qualification waiting period (which is retroactively paid upon qualification)
- Disqualified if eligible for or receiving:
 - a. Worker's Comp Benefits;
 - b. PERS disability benefits; or
 - c. Social Security disability benefits.
- If eligible for Long Term Disability (LTD) insurance, employee must file a claim.

Benefit

Upon determination of member's eligibility and approval by the Bank Committee, the employee shall receive wages and fringe benefits at the same rates and levels as prior to his/her absence for a period of up to sixty (60) calendar days during a 12 month period, or until qualified for LTD benefits or one of the enumerated disqualifying benefit programs if earlier than 60 days.

Note: Benefit availability for all members is limited to the funds actually available in the fund account. Benefit for non-union employees shall not exceed benefit paid to unit employee at the maximum level on the certified salary schedule.

Enrollment

In accordance with our negotiated contract, licensed ESD employees who wish to enroll in the Sick Leave Bank contribute \$120 per year through payroll deductions, classified ESD employees contribute \$84 per year through payroll deductions. The ESD matches all employee contributions and funds are kept in a special account.

Employees may enroll upon initial employment or during open enrollment August 15th to October 1st of each year.

Please see other side for enrollment form. Completed forms should be forwarded to the HDES payroll office.

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Enrollment Form

NAME: _____

Please print

PROGRAM/SITE: _____

Licensed Employees

_____ I hereby authorize a payroll deduction of \$120 annually from my salary to participate in the HDESD sick leave bank program, to be deducted in equal monthly amounts (i.e., 10 months @ \$12.00/month or 12 months @ \$10/month).

Classified Employees

_____ I hereby authorize a payroll deduction of \$84 annually from my salary to participate in the HDESD sick leave bank program, to be deducted in equal monthly amounts (i.e., 10 months @ \$8.40/month or 12 months @ \$7.00/month).

Re-enrollment of existing subscribers shall be automatic each year that the provision is continued, unless HDESD payroll is notified in writing by September 5th of your desire to discontinue enrollment.

Signature: _____ Date: _____