

_Book	POLICIES
Section	G - Certified Staff Policies
Title	Leave Bank for Health-Related Circumstances
Number	GBZCDD
Status	Active

BOARD POLICY:

A. Purpose and operational guidelines:

1. The purpose of the Leave Bank is to provide additional leave during the contract year to the employee who experiences extraordinary and non-extraordinary circumstances as outlined further in this policy.
2. The Leave Bank is only available to staff who have donated day(s) and are members of the Leave Bank or first-year employees, who shall be able to access the Leave Bank as outlined in D-1.
3. The operational guideline of the Leave Bank will be to maintain a balance of leave days equal to a minimum of one-third of the total number of staff employed by the district and a maximum equal to the total number of staff employed by the district.
4. The Leave Bank shall be administered by the Leave Bank Committee.

B. Committee Membership:

1. The Leave Bank Committee will be comprised of twelve (12) members. The Superintendent will appoint four (4) administrators and two (2) classified staff members. The Olathe NEA will appoint six (6) licensed/certified/non-administrative members. The term of office will be two (2) years rotation with the exception of the first year. After the first year, two (2) Association appointments and one (1) administrative appointment will be made. Members may be reappointed to the Leave Bank Committee. The Leave Bank Committee shall be reviewed annually by the Professional Council.
2. The Committee will elect the chair and recorder at an organizational meeting which will be held by August 31 of each year.
3. The chairperson will send all minutes and agendas to the Olathe NEA President and the Superintendent of Schools when requested. Subsequent meetings will be held as needed or within thirty (30) working days after receipt of an application.

C. Employees Joining the Leave Bank:

1. Only those employees donating days or first year employees are eligible to draw from the bank.
2. After one (1) year of employment in the District, each employee wishing to join the Leave Bank will donate one (1) day of his/her/their Illness/Bereavement Leave days to the Bank. Employees are eligible to donate a day within the first thirty (30) days following his/her/their one year employment anniversary. Enrollment information will be sent each year to employees who are not members of the Leave Bank and have more than one (1) year of employment in the District.
3. To ensure the ongoing operation of the Leave Bank members may be periodically required to donate an additional day. The call for additional days will occur first to staff members who have not previously participated. If this step does not satisfactorily replenish the Leave

Bank, continuing members will be required to donate one or more days so as to maintain the level of Leave Bank days required in section A-3.

4. No additional days will be requested as long as the balance remains between the minimum and maximum defined in section A-3.
5. The open enrollment period shall be held annually in the fall to be effective January 1 of the following year.
6. All days contributed to the Leave Bank shall remain in the Leave Bank and will not be restored to the employee.
7. Individuals agreeing to donate to the Leave Bank may cancel their participation at any time by giving written notice to the Leave Bank Committee.

D. Requesting Leave Days from the Bank: General Information

1. First year employees may request up to ten (10) days from the Leave Bank without donating days. The Leave Bank Committee may approve additional days based upon extraordinary conditions.
2. The application form must be completed and sent to the Leave Bank Committee. Leave Bank application forms are available on the Human Resources website. The Leave Bank Committee will require documentation deemed necessary to substantiate a request to receive days from the Bank.
3. All applications for use of days shall be reviewed and approved/denied by the Leave Bank Committee.
4. The Leave Bank Committee will determine if the medical or health-related event is an extraordinary or non-extraordinary event/condition.
5. If the request is denied, an applicant may appeal to the Leave Bank Committee for reconsideration of ~~his/her~~their leave request by submitting additional information to support the leave request. The decision of the Leave Bank Committee shall be final and binding on the employee.
6. The Leave Bank is not designed to provide leave to employees receiving workers compensation benefits or KPERS disability.
7. Employees who purchase disability insurance or salary protection benefits and meet the conditions of the policy may receive limited days from the Bank as determined by the Committee.
8. All applications are reviewed with individual and unique circumstances/complications considered.

E. Extraordinary Medical or Health Related Circumstances:

1. Reasons for Applying to the Leave Bank: Extraordinary Medical Leave and Health-Related Circumstances include the following situations:
 - a. Personal illness, for more than 20 consecutive days or as determined by the Leave Bank Committee, that meets the following criteria:
 - Extraordinary circumstances shall be defined as a critical extended illness or severe life-endangering circumstance, which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home. Examples of eligible medical circumstances would include, but are not limited to, cancer treatment, critical chronic illness, major non-elective surgery, cardiac illness, limb amputation, organ transplants, etc.
 - The employee must be hospitalized and/or under the care of a medical doctor, doctor of osteopathy, chiropractor, or dentist. As a part of this application, a

statement from the primary medical doctor, doctor of osteopathy, chiropractor, or dentist is required recommending the employee continue to be absent from work due to his/her/their health. The Leave Bank Committee may require an independent second opinion at employee expense.

b. Immediate family or household critical health care needs:

- No minimum number of consecutive days of absence is necessary.
- As determined by the Leave Bank committee, evidence must be submitted to verify the critical health care need in the immediate family or household which requires the employee's presence for care. Critical health care situations will be considered by the Leave Bank Committee on an individual basis.

2. Individuals Eligible for Applying to the Leave Bank: Prior to applying for additional days from the Leave Bank, individuals will have used or project to use all of their Illness/Bereavement Leave. This application must be for days during the employee's contract year.
3. Amount of Time Granted: The Leave Bank Committee may not grant days to an employee in excess of the total illness/bereavement days allowed by policy for the employee nor beyond the current contract period. No minimum days of consecutive absence are necessary.
4. Repaying of Leave: Repayment: Upon return to full-time service, the employee who has received days from the Bank due to an extraordinary circumstance will repay the Bank for the borrowed days. The normal repayment rate will be two (2) days per year. If the nature of the illness or injury is such that the employee is unable to return to work, no repayment will be required. The Committee may, however, authorize withholding final payment to any employee in the amount due the District.

F. Non-Extraordinary Medical and Health-Related Circumstances:

1. Reasons for Applying to the Leave Bank:
 - a. Personal Health-Related Non-extraordinary Circumstances is defined as a medical event/condition which may require hospitalization, or convalescence at home, and is usually not life threatening. Examples could include, but are not limited to, an appendectomy, gall bladder and other illnesses.
 - b. Care of Another is defined as the employee needing to be absent to provide care for an immediate family or household member.
2. Individuals Eligible for the Leave Bank: Prior to applying to the Leave Bank individuals must have used all of his/her/their Illness/Bereavement Leave and Personal Business Leave.
3. Amount of Time Granted: The Leave Bank Committee may grant a maximum of 10 days of leave during the contract year to the employee. No minimum number of consecutive days of absence is necessary.
4. Repaying of Leave: An employee who receives days from the Bank for any non-extraordinary circumstance will repay the Leave Bank at a rate of five (5) days or 50% of the days received the first year and the remaining days the second year. Any days not repaid to the Leave Bank for a non-extraordinary circumstance will be withheld from the employee's final payment. Financial reimbursement of illness/bereavement days used from the Bank shall not be binding upon heirs of the employee. An employee who received the ten (10) days from the Bank must repay them in full before any additional days can be requested for non-extraordinary circumstances.