



Sick Leave Bank Guidelines

1. The purpose of the sick leave bank is to provide additional sick leave days to a member of the bank in the event of a catastrophic illness or injury of the employee or the employee's immediate family member that necessitate the employee to take a prolonged absence from duty, which could result in a substantial loss of income because the employee will have exhausted all available state and local leave, as well as any compensatory time, vacation days, and duty days, as applicable, apart from the leave bank as defined in McKinney ISD Board Policy DEC (LOCAL). A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.
2. All employees who donate two (2) accrued or anticipated local sick leave days shall be eligible to participate in the sick leave bank. The donation is a one-time contribution unless the employee utilizes days from the bank or the number falls below the level established in the guidelines.
3. The enrollment period for current and new employees hired prior to the opening of the school year shall be July 1 through August 30.
 - a. Contractual employees who join within the enrollment period are eligible for membership beginning with the first official day of work.
 - b. Non-contractual employees who join within the enrollment period are eligible for membership after being employed ninety (90) calendar days.
4. All new employees hired after the enrollment period must be able to earn two (2) days of local sick leave during the current school year to be eligible for membership.
 - a. New contractual employees are eligible to join immediately after they begin work. However, must join within thirty (30) days of being employed.
 - b. New non-contractual employees are eligible to join after ninety (90) calendar days of being employed.
5. "Immediate family" as defined in McKinney ISD Board Policy DEC(LOCAL), shall include:
 - Spouse.
 - Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
 - Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
 - Sibling, stepsibling, and sibling-in-law.
 - Grandparent and grandchild.
 - Any person residing in the employee's household at the time of illness or death
6. To request days, the employee must complete a Sick Leave Bank Application and submit to Human Resources. An Attending Physician's Statement must accompany the application. (NOTE: All information related to the employees' medical condition is considered confidential and will be maintained as such.)



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7. An employee must be absent at least five (5) consecutive work days for the same reason, in order to request sick leave bank days. An employee must be absent at least five (5) consecutive work days for the same reason and a loss of three (3) days salary, in order to request sick leave bank days to care for an immediate family member. An attending physician's statement showing the qualifying reason for the employee's absence must accompany the request.
8. All available paid leave days, including any accrued compensatory time, must be exhausted in order to receive sick leave bank days.
9. If a member is critically ill and unable to file an application for sick leave days from the bank, a member of the employee's family or the school principal, immediate supervisor, or department head may initiate the application form at the request of the employee.
10. The maximum number of sick leave bank days granted in a school year for an employee illness will be thirty (30) days or fifteen (15) days for illness of an immediate family member. In extreme hardship cases, an additional thirty (30) days may be provided for the employee's illness or an additional fifteen (15) days for the illness of an immediate family member. The maximum number of days awarded for life per member is ninety (90) days. For bank purposes, the school year will be from September 1 through August 31.
11. An HR representative is authorized to consider and approve / deny requests for sick leave bank, and criteria for granting requests. An employee may appeal a decision regarding the sick leave bank beginning with the HR representative.
12. Employees granted sick leave bank days during a school year will be contacted as to whether they wish to continue as a member. If so, two (2) accrued or anticipated local sick leave days must again be donated.
13. Should the sick leave bank fall two times (2x) below the number of participating members on August 30, continuing participants must contribute one (1) extra day effective September 1 of the next school year. If it falls one time (1x) below the number of members, he/she must contribute two (2) days.
14. If an employee decides to terminate their employment or cancel their membership in the bank, the two (2) days contributed remain the property of the bank. If, at a later date, the individual wishes to regain membership by returning to the district or rejoining the bank, two (2) days must again be donated.
15. An employee who resigns from the District and retires through the Teacher Retirement System of Texas (TRS) shall be permitted to contribute up to five unused local leave days to the sick leave bank upon separation. The employee need not be a member of the sick leave bank to make such a voluntary contribution. Leave contributions made upon separation for the purpose of retirement shall be included in the general balance of leave days in the sick leave bank; the retiree shall not be permitted to designate the recipient of the leave days contributed. In order to donate days to the sick leave bank upon separation, the employee needs to email the HR representative with their desire.

For questions or assistance, please reach out to:

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