

## **WRPS Sick Leave Bank**

Prior to November 1 of each year, employees shall notify the District of the intention to donate one (1) sick day to the District sick leave bank. The bank is intended for catastrophic illness only.

To access the sick leave bank, an employee must have exhausted all sick leave and all other available paid time off and be on leave for a medically verifiable catastrophic illness or injury. Catastrophic is defined as life threatening. The sick leave bank will be available to employees only, and not to dependents. Up to a maximum of 60 days may be used by each qualified employee each year. Donated sick leave bank days will be made available to applicants on an as needed basis at the discretion of the superintendent or designee. There is no limit on the total number of sick leave days in the bank each year. Donated days will remain in the bank for two (2) years. For example, days donated in 2014 that are not used will be eliminated in 2016. If the balance of available days in the District sick leave bank becomes expended to zero available days, at any point in time, the superintendent or designee may request additional donation requests from District employees after November 1 of each year. In circumstances of an additional donation request, each District employee will only be able to donate one (1) sick day per fiscal year to the District sick leave bank.

For example, those employees who begin a year with 120 days of sick leave and contribute a day to the bank will have 119 days of sick leave remaining for that year. Those employees with 25 days of sick leave accumulation would have 24 sick days for the remainder of the year.

The superintendent or designee will determine eligibility for use of the sick leave bank.

Applicants for the District sick leave bank agree to hold harmless the District regarding the determination of qualifications for use of the sick leave bank. Donations will be made on a voluntary basis by WRPS employees. All District participants agree to hold harmless the District and its employees regarding the administration of the District sick leave bank program.

Effective: June 9, 2014