



## ADMINISTRATIVE DIRECTIVE

# NON-REPRESENTED SICK LEAVE BANK

**5.50.064-AD**

**I. Purpose:** To implement a District policy that alleviates the hardship caused by absences from work obliged by a serious health condition of the employee or the employee's immediate family member as defined under the Oregon Family Leave Act (OFLA). The Sick Leave Bank shall provide donated sick leave time to non-represented employees who have exhausted their applicable paid leave accounts.

**II. General Definitions** for the purposes of this directive:

- A. Non-Represented: Any person currently employed either part time or full time that is not covered under a bargaining unit.
- B. Serious Health Condition, as defined by the U.S. Department of Labor Certification of Health Care Provider form:
  - 1. Inpatient care
  - 2. Critical illnesses or injuries diagnosed as terminal or which pose an imminent danger of death
  - 3. Conditions requiring "constant" or "continuing" care
  - 4. Permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke, or terminal stages of a disease.
- C. Immediate family member as defined by the Oregon Family Leave Act ("OFLA"): spouse, parent, parent-in-law, grandparent, grandchild, biological, adopted or foster child, and domestic partner.

### **III. Eligibility**

- A. Employees must have been continuously employed over the prior twelve-month period.
- B. An employee must have exhausted all applicable paid leave accounts. This includes sick leave, sick leave at 2/3 pay, and vacation.
- C. The employee shall already have an approved leave of absence.
- D. Hours shall only be granted to employees who have a serious health condition or employees with an immediate family member who has a serious health condition.
- E. The Sick Leave Bank is not intended to be used for routine or common illnesses.
- F. Employees on paid disability leave or who are absent because of an injury or illness covered by a worker's compensation claim are not eligible to request or draw hours from the Sick Leave Bank.

# **NON-REPRESENTED SICK LEAVE 5.50.064-AD BANK**

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## **IV. Establishment of Non-Represented Sick Leave Bank**

- A. The district will solicit hours of Non-Represented employees in May of each year
- B. The District limits the number of sick leave hours that employees can, as a group, contribute to the Non-represented Sick Leave Bank. Non-Represented employees, collectively, may voluntarily donate up to five hundred (500) hours per fiscal year.
- C. Employees who wish to donate sick leave must complete the donation form and submit it to the Human Resources Leave Department. The Leave and Benefits Specialist will then submit the form to the Payroll Department, where adjustments will be made to the donating employee's sick leave balance.
- D. An individual employee's annual contributions to the Bank shall be neither less than four (4) hours nor more than twenty-four (24) hours.
- E. Donations to the Sick Leave Bank are nonrefundable and nontransferable. An employee cannot contribute hours to the Sick Leave Bank once they have terminated employment or retired with the District.
- F. Sick Leave donations may only be made to the Bank and not to particular individuals. Additionally, direct solicitation of co-workers by an employee requesting Sick Leave Bank hours is prohibited.
- G. Unused employee contributions in the Sick Leave Bank shall be carried over into the next year. Sick leave bank hours cannot exceed five-hundred (500) hours per year, including the carry over balance from the previous year. A year, as defined for contributions to the Bank, is July 1 through June 30.
- H. If an employee does not use all of the days granted by the Sick Leave Bank, the unused sick leave hours will be returned to the bank.

## **V. Special Provisions**

The Human Resources Department and the District reserve the right to evaluate extraordinary circumstances and exceed established guidelines with the approval of the Superintendent (or his/her designee).

Policy Implemented: 5.50.061-P Sick Leave

History: Apvd: 12/10