



**Voluntary Sick Leave Bank Guidelines  
Building Administrators and Non-Represented Employees  
Portland Public Schools**

**1. Purpose:**

- a. The purpose of the Voluntary Sick Leave Bank is to alleviate the hardship caused by absence 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.

**2. Eligibility:**

- a. Portland Public School employees who are not represented by a collective bargaining unit and regularly accrue sick leave hours may apply for Sick Leave Bank hours.
- b. Employees who only accrue ORSICK leave or not eligible.
- c. Employees must have been continuously employed over the prior twelve-month period.
- d. An employee must have exhausted all applicable paid leave accounts. This includes sick leave, reserve sick leave at 2/3 pay, personal, family illness (if applicable) and vacation.
- e. The Human Resources Department shall already have approved the employee for a leave of absence.
- f. Sick Leave Bank hours shall only be granted to employees who have a "serious health condition" or have an immediate family member who has a "serious health condition". The Sick Leave Bank is not intended to be used for routine illnesses or common illnesses. A serious health condition is defined as:
  - inpatient care
  - critical illnesses or injuries diagnosed as terminal or which pose an imminent danger of death
  - conditions requiring "constant" or "continuing" care
  - 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.
  - Parental/baby bonding.
- g. An immediate family member, as defined by OFLA, includes spouse, parent, parent-in-law, grandparent, grandchild, biological, adopted or foster child, and domestic partner.
- h. Employees on paid disability leave or 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.
- i. An employee must meet all criteria set herein to be granted Sick Leave Bank hours.

**3. Application Process:**

- a. Sick Leave Bank applications are available in the Human Resources Benefits Department. Requests for use of the Sick Leave Bank shall be submitted to the Benefits Specialist. Additionally, a completed Employee Leave Request Form and a detailed statement from the employee's health care provider shall be submitted before, or at the same time as applying for the Sick Leave Bank hours.
- b. The Human Resources Benefits Specialist and the Chief Human Resources Officer (or his/her designee) shall jointly review each application. In order for the Bank to be utilized, both must agree. Their decision shall be without appeal.

- c. Requests must be for six (6) or more of the employee's regular workdays. You do not have to have contributed to the Sick Leave Bank in order to apply. An employee shall not be granted more than the equivalent of twenty (20) accumulated workdays from the Sick Leave Bank per year. Hours granted will be prorated for part-time employees.
- d. In making the decision regarding the employee's application, the Human Resources Benefits Specialist and Chief Human Resources Officer (or his/her designee) may take into consideration the employee's record with the District.
- e. The Human Resources Benefits Specialist and the Chief Human Resources Officer are not bound to grant time from the Sick Leave Bank.

**4. Establishment of Voluntary 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 Voluntary Sick Leave Bank. Non-represented employees, collectively, may voluntarily donate up to two thousand five hundred (2500) hours per fiscal year.
- c. Employees who wish to donate sick leave must complete the donation form and submit it to the Human Resources Department. The Benefits Specialist will then submit the form to the Payroll Department, where adjustments will be made to the donating employee's sick 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, nor can an employee contribute hours to the Sick Leave Bank once they have terminated employment or retired from the District.
- f. Sick Leave Bank contributions by employees may only be made to the Bank and not to individuals. Additionally, direct solicitation of co-workers by an employee requesting Sick Leave Bank hours is prohibited.
- g. Unused employee contributions that are still remaining in the Sick Leave Bank shall be carried over into the next year. Sick leave bank hours cannot exceed two thousand five-hundred 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.

**5. Termination of Granted Sick Bank Leave Hours:**

- a. The beneficiary receives any type of disability pay or worker's compensation pay.
- b. The beneficiary terminates employment with the District.
- c. The beneficiary receives remuneration for any work performed during their approved Sick Bank Leave.
- d. The need for a leave no longer exists.
- e. The reason for granting the leave is determined to be fraudulent.

**6. Special Provisions**

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