



SEIU SICK LEAVE BANK GUIDELINES

The District will establish a Sick Leave Bank for use by employees who have exhausted their sick leave. The Union can solicit voluntary contributions from employees up to seven hundred hours (700) hours per year. The Union may carry over from one (1) fiscal year to the next the remaining balance of the unused employee contributions to the Sick Leave Bank. At no time may the balance of the Bank exceed seven hundred (700) hours. The guidelines for use of the Sick Leave Bank will be jointly developed by the District and the Union which will include the following:

- (a) Use hours from the Bank shall be only in cases of critical illness or injury of an employee.
- (b) The employee must have exhausted all of his/her accumulated sick leave and vacation hours.
- (c) To be eligible, an employee must have been employed by the District for three (3) years or more.
- (d) Request for use of the Sick Leave Bank will be jointly approved by the Union and the District. Request of less than five (5) days or more than thirty (30) days will not be considered.
- (e) The Sick Leave Bank will not be used in association with a worker's compensation claim.
- (f) Employees' contribution to the Bank shall be for not less than four (4) hours not more than forty (40) hours.
- (g) An employee who contributes sick leave hours to the bank must retain five (5) days' worth of sick leave hours in their own sick leave account