

# CANBY SCHOOL DISTRICT ADMINISTRATIVE PROCEDURE

Title: **Voluntary Sick Leave Pool**

Procedure: **GCBD-AR**

Adopted: 11-9-16

Updated: 5-23-18

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1. **Purpose:**

- a. The purpose of the Voluntary Sick Leave Pool is to alleviate the hardship caused by absence from work due to a serious health condition of the employee. The Sick Leave Pool shall provide donated sick leave time to regular part-time and full-time employees who have exhausted their paid leave accounts.

2. **Eligibility:**

- a. Canby School District employees who are regular part-time or full-time and regularly accrue sick leave hours may apply for Sick Leave Pool hours.
- b. Employees must have been continuously employed over the prior 90 day period.
- c. Employees must contribute the minimum **bi-annually** to be eligible.
- d. An employee must have exhausted all paid leave accounts. This includes sick leave, other paid leave and vacation (if applicable).
- e. The Human Resources Department shall already have approved the employee for a leave of absence due to a serious health condition.
- f. Sick Leave Pool hours shall only be granted to employees who have a "serious health condition". A family member's serious health condition is not eligible, nor is parental or pregnancy leave. See serious health condition definitions on the HR Website under Employee Resources/Forms "Application for FMLA/OFLA leave". The Sick Leave Pool is not intended to be used for routine illnesses or common illnesses.
- g. 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 Pool.
- h. An employee must meet all criteria set herein to be granted Sick Leave Pool hours.

3. **Application Process:**

- a. Sick Leave Pool applications are available on the HR Website under Employee Resources/Forms. Requests for use of the Sick Leave Pool shall be submitted to the Director of Human Resources. Additionally, a completed Application for FMLA/OFLA Leave and the Certification of Health Care Provider (available on the HR Website under Employee Resources/Forms) shall be submitted before, or at the same time as applying for the Sick Leave Pool hours.
- b. The Director of Human Resources will approve requests that meet the eligibility requirements. If there is a question as to eligibility, the Director of Human Resources will convene a committee comprised of administrative, certified and classified employees to review and come to consensus. Their decision shall be without appeal.
- c. An employee shall not be granted more than the equivalent of thirty (30) workdays from the Sick Leave Pool per year. Hours granted will be prorated for part-time employees.

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**4. Establishment of Voluntary Sick Leave Pool:**

- a. Employees who wish to donate to the Sick Leave Pool must complete the donation form and submit it to the Human Resources Department within the time frame established. New hires will have 30 days to submit the donation form from date of hire. The Human Resources Specialist will then submit the form to Payroll, where adjustments will be made to the donating employee's sick balance.
- b. The district will solicit hours of regular part-time and full-time employees annually for those who are not a current member. Employees joining the sick leave pool for the first time (or re-joining after a break) must contribute the minimum required day, even if it is a non-donation year for sick leave pool members.
- c. The district will solicit hours of regular part-time and full-time employees **bi-annually** (on odd years) for those who are a current Sick Leave Pool member and want to remain a member for that school year.
- d. If necessary, if the Sick Leave Pool drops below 75 days during the school year, current members must donate a minimum of one day to remain in the sick leave pool.
- e. An individual employee's **bi-annual** contributions to the Sick Leave Pool shall be not less than one day equivalent and no more than three days equivalent (half or full day increments).
- f. Donations to the Sick Leave Pool are nonrefundable and nontransferable, nor can an employee contribute hours to the Sick Leave Pool once they have terminated employment or retired from the District.
- g. Sick Leave Pool contributions by employees may only be made to the Pool and not to individuals. Additionally, direct solicitation of co-workers by an employee requesting Sick Leave Pool hours is prohibited.
- h. Unused employee contributions in the Sick Leave Pool will accrue and shall be carried forward into the next year. A year, as defined for contributions to the Pool, is October 1 through September 30.
- i. If an employee who has requested and been approved for the Sick Leave Pool does not use all of the days granted, the unused sick leave hours will be returned to the pool.

**5. Termination of Granted Sick Pool 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 Pool 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 Director of Human Resources and the District reserves the right to evaluate extraordinary circumstances and make exceptions to the established guidelines with the approval of the Superintendent (or his/her designee).

Cross Reference:

Board Policy GCBD, Leaves & Absences

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