

# Camden City School District

## Camden Education Association (CEA) Sick Leave Bank Policy

### Section I: Purpose

The CEA Sick Leave Bank is to provide additional paid leave for eligible employees who have exhausted their accrued sick, personal and vacation days as a result of a catastrophic illness, or injury. The Bank serves as a depository into which participating employees voluntarily contribute days for allocation to either themselves or other participating employees meeting the eligibility criteria. This Bank is not to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when an employee loses compensation as a result of a catastrophic illness or injury.

### Section II: Definitions

**Catastrophic illness** means any terminal illness or any disease that would be labeled as "end stage".

**Catastrophic injury** means any injury that would not allow an employee to perform his or her job duties due to permanent physical impairment.

A qualifying illness or injury might include, but is not limited to, terminal cancer, major non-elective surgery, serious accident, heart attack, traumatic brain injury or complications during pregnancy. In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of an extended duration, and require the services of a licensed health care provider.

### Section: III Membership Eligibility

Membership in the CEA Sick Leave Bank is limited to employees of the Camden City School District (CCSD) who are active members of the Camden Education Association.

#### A. Eligibility

1. Members must donate a minimum of one (1) day of their accrued sick, personal or vacation days to the bank each school year.
2. Participation is voluntary but requires a nonrefundable contribution to the bank that is determined by the CEA Sick Bank Committee each school year.

#### B. Contribution to the Sick Leave Bank

1. Any eligible employee may join the CEA Sick Leave Bank by contributing a minimum of one (1) day of accrued sick, vacation and/or personal day. The day(s) donated will be subtracted from the member's total accrued days. All donations will remain in force and cannot be returned.
2. Contributions to the bank can be made during the donation period, June 1-30 each year. A donation during this time establishes membership for the following school year. A school year is defined as July 1-June 30.
3. For the 2016-2017 school year only, a special donation period will be offered to employees from October 1<sup>st</sup> – October 31<sup>st</sup>.
4. Day(s) donated will be assessed at a value of the employee's daily rate at the time of donation.

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5. Eligible employees desiring to join the CEA Sick Leave Bank must complete the online membership application [click here](#). These forms are also available on the District Website on the Talent and Labor Relations page. The Committee will verify and make a determination of the employee's eligibility.
6. Written notice will be sent to the employee regarding his/her membership status.

#### Section III: Procedure to Apply for Leave

1. Should the member have a catastrophic illness or injury (as defined in section II) necessitating the need for additional days after all accrued sick, personal and vacation days have been exhausted, the member may submit a request to withdraw days from the Sick Leave Bank. An employee or his/her designee may request sick leave from the Bank by completing an application and submitting it to the Division of Talent and Labor Relations, Attention: Theresa Reese. Forms are available by contacting the Division of Talent and Labor Relations.
2. An applicant will be required to sign a release of medical information form, authorizing the CEA Sick Leave Bank Committee to contact the attending physician, if required. Failure to provide this authorization will result in a denial of the application. Detailed medical information and an evaluation from the employee's attending physician will be required before any application will be reviewed by the CEA Sick Leave Bank Committee.
3. The Physician's Statement must contain the physician's legibly written statement identifying diagnosis, treatment, prognosis and an estimated return to work date along with the physician's signature and stamp.
4. Applications must be completely filled out. Incomplete applications will not be reviewed by the Committee and will be returned. The words "not applicable" should not be used in any section of the application.

#### Section IV: Withdrawing Days from the CEA Sick Leave Bank

1. Only members who have a Camden Education Association job title and have donated at least one day each school year beginning in the 2016-2017 school year are eligible to withdraw from the CEA Sick Leave Bank.
2. The maximum number of sick leave days granted during a school year is 150 days. Up to 90 sick leave days may be granted with the initial request. If additional time is required, up to 60 sick leave days may be granted subsequent to the receipt of an updated physician's statement and the Committee's approval.
3. Before withdrawing days from the CEA Sick Leave Bank, a member must have exhausted all accrued sick, personal and vacation days. Once a member has exhausted their accrued time in accordance with this section, he/she may be eligible to request to withdraw days from the CEA Sick Leave Bank.
4. Sick Leave Day payouts are retroactive to the first day of eligibility once all criteria are met.

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### Section V: Administration of the CEA Sick Leave Bank

1. Applicants will be notified of the determination of their application through the District email account.
2. The Committee reserves the right to contact the employee and/or the employee's physician(s) for further information or clarification, if necessary.
3. All unused Sick Leave days in the bank carry over to the next school year.
4. Two separate banks of days will be maintained-one for certified staff and one for support staff.

### Section VI: Committee Responsibilities

1. The CEA Sick Leave Bank Committee will consist of eight people. Four members from the Camden Education Association and four members representing the Camden City School District.
2. All applications for sick leave bank days will be reviewed individually by the Committee during its monthly meeting. When necessary, review and approval of an application may be done via e-mail.
3. The Committee will approve or deny all requests to withdraw from the Sick Leave Bank.
4. The Committee shall determine the number of days approved on a case by case basis.
5. The Committee will have scheduled monthly meetings to review applications and monitor the status of the bank.
6. All members of the Committee will acknowledge their duty to protect the confidentiality of the information presented by signing a confidentiality agreement.
7. The Sick Bank Committee has the right to change its policies and procedures periodically in order to ensure the most effective operation of the CEA Sick Leave Bank.