

**SICK LEAVE BANK
(Medical Leave Assistance Program)**

An employee who has depleted his/her accumulated sick and annual leave as a result of his/her seriously incapacitating and extended illness or injury may ask to receive donations of sick leave from other employees through the Sick Leave Bank (Medical Leave Assistance Program) in order that the ill/injured employee may receive income during the period when they are unable to work. The employee must have been with the Lafayette Parish School System a minimum of six (6) months.

Procedure for Request

1. The employee shall complete a "Sick Leave Bank Request Form" and submit it along with a completed "Physician's Statement" from two (2) physicians to the Human Resources Director.
2. If indicated by the employee on the "Sick Leave Bank Request Form," the Human Resources Director or designee shall post in appropriate locations throughout the district the Sick Leave Bank Assistance Program Informational Notice. The notice, according to the wishes of the ill employee, can be in the employee's name or anonymous with only the anticipated length of illness stated.
3. Any employee wanting to make a donation can designate the donation in the name of the employee if provided or to the general sick leave pool. A "Sick Leave Bank Donation Form" obtained from the Human Resources Department must be completed by the employee.
4. *Seriously incapacitating* is defined as any illness or injury which confines the employee to home or bed for an extended period of time. Childbirth is not considered a serious illness. Extended is defined as period of six or more weeks of continuous absence from the job due to illness or injury. Two licensed medical doctors from two different medical practicing groups must verify the length of disability.
5. Individuals are not eligible for this program once they qualify for worker's compensation, School Board group disability benefits or disability retirement. The ineligible individual must notify the Human Resources Department in writing immediately if they qualify for worker's compensation, School Board group disability benefits or disability retirement.
6. The donor employee must submit the "Sick Leave Bank Donation Form" to the Human Resources Director no later than ten (10) working days from the date the informational notice is issued.

7. Sick Leave Bank Pool grants shall be in units of not more than 20 work days. This is only for employees of the Lafayette Parish School System who do not receive the total requested days. Immediate family leaves are eligible.
8. The maximum number of Sick Leave Bank days that can be granted in any one fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the Bank cause an employee to receive more than his/her annual base salary.
9. The Human Resources Director or designee shall submit the requested donation to a committee to either approve or disapprove each donation. The committee will be comprised of the Human Resources Director or his designee, the Risk Manager and a representative from the health care system employed by the Lafayette Parish School System. The Superintendent will review each recommendation for approval or disapproval.
10. If more days are donated than are approved on the request form, the days will be added to the Sick Leave Bank Pool.
11. The Human Resources Director or his designee shall notify donating employees whether their donations have been approved or disapproved.
12. If an employee does not use all of the days granted from the Bank, the unused Sick Leave Bank days will be returned to the Bank Pool.

Limitations on Donation

1. The employee must make any donation voluntarily.
2. A donor employee may donate sick leave only if he/she has thirty (30) or more days of accumulated leave.
3. A donor employee may donate an unlimited number of sick leave days from those which he/she has accumulated days.
4. The maximum number of Sick Leave Bank days that can be granted in any one fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the Bank cause an employee to receive more than his/her annual salary.
5. Days of leave, not the actual wage of the donor employee, will be donated.
6. Individuals are not eligible for this program once they qualify for worker's compensation, School Board group disability benefits or disability retirement. The ineligible individual

must notify the Human Resources Department in writing immediately if they qualify for any of the other compensations.

Ownership of Donated Days

Once approved, donated leave shall not be returned or reimbursed to the donor employee. All donated leave becomes the permanent property of the receiving employee. If an employee does not use all of the days donated, the unused Sick Leave Bank days will be returned to the Bank Pool.

Family Members of Employees

An employee may make application to the writing to the committee listed in the Procedure if death is imminent, within six months of a member of his/her immediate family and the employee is the only person available to care for that family member.

The illness must be verified by two attending physicians. Children, parents, and spouse will be considered immediate family for this purpose and only donated days could be used. No Sick Bank Pool could be drawn.

Limitation on Eligibility

No employee shall be eligible for the Sick Leave Bank (Medical Leave Assistance Program) if he/she qualifies for worker's compensation, School Board group disability benefits or disability retirement.

Confidentiality

Information regarding a donation shall be considered confidential and shall be communicated by district employees only on a need-to-know basis. All donations will be anonymous.

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