



LANE EDUCATION SERVICE DISTRICT

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EQUITY

COMMITMENT

LEADERSHIP

COLLABORATION

INTEGRITY

Sick Leave Bank Membership

I am enrolling in the Sick Leave Bank. Please deduct 8 hours (prorated if employed less than full-time) from my sick leave account.

I have read Article XV (pages 26-27) of the Lane ESD/LCEA Agreement dated July 1, 2019 – June 30, 2023, and agree to the conditions stipulated.

Employee Name (Please print)

Employee Signature

Date

NOTE: Once an employee enrolls in the sick leave bank they remain a member until the committee “determines that the Banks’ reserve of sick leave is no longer sufficient to meet anticipated demand”. At that time the “committee shall set a deadline for each employee to contribute additional time to the Bank. Failure to contribute time to the Bank shall act as withdrawal from sick leave bank membership.”

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Optional: I would like to *donate* additional hours to the sick leave bank. Please deduct ___ hours for deposit into the sick leave bank.

Employee Signature

Date

Article XV — Sick Leave Bank

- A. The District will establish a sick leave bank. The purpose of the sick leave bank shall be to extend additional sick leave to bargaining unit members when a life-threatening or debilitating illness or injury exhausts the member's sick leave account.
- B. Each member borrowing from the sick leave bank is required to repay the sick leave bank at a rate of one-half of their yearly sick leave allotment, but they may choose to contribute more, up to the total owed, until the sick leave bank is repaid in full the number of sick hours borrowed.

If the member owing the sick leave bank terminates employment, the sick leave bank absorbs the loss of hours owed.

- C. Sick leave bank membership shall be open to all members of the association who donate sick leave to the sick leave bank in accordance with the conditions of this article. Upon request, the District shall furnish the committee with a record of leave accumulated by the sick leave bank including the pattern of usage over the last year. Donated sick leave hours are irrevocable and remain in the bank upon the end of employment with the District.
- D. The Administrative Committee shall conduct a thirty (30) day open enrollment period from the last week in August to the last week in September annually when employees who have not joined the sick leave bank may become members. Additionally, a new employee may join the sick leave bank within thirty (30) days of his/her first day of hire. To enroll in the sick leave bank, each employee shall contribute eight (8) hours of sick leave, or for employees working less than full-time, an amount equivalent to their prorated FTE, to the sick leave bank during open enrollment.

During open enrollment or at retirement sick leave bank members may donate additional sick leave hours to the bank. The maximum accumulated donation to the bank by any individual sick leave bank member during their employment is not to exceed a total of one (1) day per year of District employment.

- E. Once an employee enrolls in the sick leave bank, they remain a member, and do not need to contribute more sick leave to the sick leave bank until the committee determines that the sick leave bank's reserve of sick leave is no longer sufficient to meet anticipated demand. At that time the committee shall set a deadline for each employee to contribute additional time to the sick leave bank. Failure to contribute time to the sick leave bank shall act as withdrawal from sick leave bank membership.

If an employee is currently out of sick leave or not in a position to make a donation at the time additional contributions are requested and the employee desires to remain a member of the sick leave bank, the employee may borrow against his/her next year's sick leave allotment.

- F. Sick leave bank members may borrow up to three hundred twenty (320) sick leave hours (40 days), or for employees working less than full time, the amount equivalent to their prorated FTE in accordance with the following criteria:
 - 1. The illness or injury must be life-threatening or debilitating and does not include normal pregnancy.
 - 2. District records must show that the member has exhausted their sick leave account.

3. Sick leave bank benefits shall be coordinated with Worker's Compensation benefits, PERS disability benefits, District long-term disability, and the employee's short-term disability. Sick leave bank hours may not be used in lieu of available disability benefits. Use of sick leave bank hours shall cease on the first day that the short-term or long-term disability insurance becomes effective.
 4. The member's life-threatening or debilitating illness or injury has prevented him/her from performing his/her job requirements for more than ten (10) days, and a doctor has certified in writing that the illness or injury is life-threatening or debilitating or that surgery cannot be postponed or delayed until vacation time. When the member qualifies for benefits, the sick leave bank will cover the first ten (10) days as well as all subsequent days approved by the Administrative Committee.
 5. There are sufficient hours in the sick leave bank to cover the request.
 6. A second doctor's opinion may be requested at District's expense.
- G. If the Administrative Committee denies a member's request for benefits, the committee shall state its reason(s) for denial.
- H. Membership in the sick leave bank shall be terminated by written request of the member, lack of required donation time, or by termination of employment. If an employee is laid off and recalled, the employee will not be required to rejoin the bank. If during the lay off period sick leave bank members were requested to donate more sick leave time, then the employee would be asked to donate a proportionate amount of sick leave. Failure to contribute at this time would serve as withdrawal from the sick leave bank as described in paragraph E.
- I. The Association will hold the District harmless against any claim or suit brought against the District on account of this provision including the full reimbursement for the cost of any back wages, sick leave reimbursement, or other actions which the District might be required to take in order to comply with a court order, settlement, or other resolution of any claim or suit, provided the District notifies the Association in a timely manner of any claim or suit that has been filed against it.