

Greater Albany Educational Association Sick Leave Bank

A sick leave bank will be created for the purpose of providing additional sick leave to eligible employees beyond their accrued personal and sick leave. To qualify for this benefit the member needs to be experiencing a “serious health condition” as that term is defined in the state of Oregon Family Leave Act (OFLA) or federal Family/Medical Leave Act (FMLA). **Refer to the sick leave donation criteria below to see if you qualify for this benefit. If you feel you qualify, please look at the procedure for donation section below.**

Important: Please do not wait until your sick leave is completely exhausted because it takes about two weeks to go through the process to get sick leave donations. A sick leave donation request needs to be initiated as soon as the member realizes he/she may have a need for a sick leave donation. Donations cannot be made after the member returns to work and realizes they have used all their sick leave and personal leave. A sick leave donation can only be for the incident that was requested. If you exhaust all your leave and then return to work and get the flu or a cold, then the employee will need to take unpaid days.

A sick leave committee of Association members will be appointed by the Association President. The function of this committee shall be:

- a. To manage donations into the Sick Leave Bank in conjunction with the District Office; and,
- b. To award or deny an employee’s request for additional sick leave according to eligibility requirements; and
- c. To terminate the use of sick leave from the Sick Leave Bank for an employee should he/she exhaust benefits, become ineligible, or “misuse” benefits from the Bank.

Sick Leave Bank Committee Members

Sharon Young – Liberty and Waverly Elementary
Jeanne Madesh – Liberty Elementary
Jan Filley – Waverly Elementary
Susan Lee-Reedy – Waverly Elementary
Lisa Shogren – Liberty Elementary

On or before October 1 of each school year the Association will send out a sick leave donation form to members to donate to the sick leave bank. All donations are voluntary. The Association will also send out a donation request form for every member who is requesting a donation. Donations to the Sick Leave Bank or personal donation to a member can be made annually by employees who are willing to donate one (1) personal leave day plus (1) sick leave day. **A personal leave day must be donated before a sick leave day can be donated.** An employee may donate an additional personal leave day or accrued comp time equivalent to a day along with an additional sick leave day. **The second personal leave day or comp time day must be donated prior to donating a second sick leave day.** These days will go into a permanent pool and unused days in the pool will be carried over from year to year. The donated personal leave days or sick days do not need to be for the same person.

Sick Leave Donation Criteria:

1. In order to be eligible for a donation of leave from the Sick Leave Bank the requesting member must be experiencing a “serious health condition” as that term is defined in the state Oregon Family Leave Act (OFLA) or federal Family/Medical Leave Act (FMLA). Or if a relative (spouse/partner, child, parent, parent-in-law, sibling, or a person in a relationship of “in loco parentis with the member”) of the member is experiencing a “serious health condition” and requires care or assistance by the member.
2. Examples of illnesses which generally **do not qualify as “serious health conditions” are the common cold, ear aches, routine headaches, routine medical or dental visits, flu, upset stomach, uncomplicated pregnancy, and sore throat.**
3. Examples of illnesses which generally **do qualify as “serious health conditions” are MS, Diagnosed as critically ill, Cancer, Critical injury caused by an accident.**
4. The member or family member the employee is taking care of needs to meet the requirements of FMLA (Family Medical Leave Act) or OFLA (Oregon Family Leave Act).
5. **To receive a sick leave donation the member needs to exhaust all their accumulated sick leave and personal leave days. The member also cannot be on disability.**

Procedure for Donations:

1. The **member notifies the Association President** that they need a sick leave donation and the Association President refers the request to the Sick Leave Bank Committee.
2. The **member needs to contact the district office** to inform them that they are taking leave through FMLA/OFLA. The district office has criteria and paperwork for the member to complete for FMLA/OFLA.
3. Committee Procedure
 - a. Tier I – Staff member who is of need of a sick leave donation.
 - Sick leave donations are awarded and then are reevaluated every 20 working days by the sick leave bank committee to see if we need to send out another donation request or use the sick leave bank.
 - b. Tier II – Member is in need of a sick leave donation because they are taking care of a sick family member.
 - Family member requires care or assistance by the member and the member is the sole care giver.
 - Sick leave donations are awarded and then are reevaluated every 20 working days to see if we need to send out another donation request or use the sick leave bank.
 - Family member requires care or assistance by the member and the member is not the sole care giver.
 - Sick leave donations are awarded and then are reevaluated every 10 working days to see if we need to

send out another donation request or use the sick leave bank.

4. The decision of the Committee is final. In addition, the Committee retains the exclusive discretion to interpret the terms of the policy and to make any and all decisions concerning allowance of benefits under the policy.

Sick Leave Donation Process:

1. The Association president notifies the district and then the district verifies that the member is out on FMLA/OFLA and needs a sick leave donation.
2. The Association president sends out a sick leave donation request. We are still going to do the request form for all sick leave donations so all members are informed.
3. The member in need of a donation will receive all donation requests first and then if they are still in need then we will use donations from the sick leave bank. Depending on which tier group the member is in, we will send out another donation request for the specified days qualifying.
4. If a member returns to work before all donations are used then the remaining donations are put into the sick leave donation bank.