

Medical Leave Bank – Licensed Staff

A medical leave bank has been established to provide a source of leave for a district employee who has a serious illness or accident and uses up all accumulated leave or for a new employee who likewise has a serious illness or accident and does not have accumulated leave to use. The medical leave bank will operate under the following regulations:

1. A licensed employee who is entitled to medical leave may join the medical leave bank by donating two days of medical leave to the bank.
2. The maximum number of leave days in the bank shall be limited to twice the number of licensed employees in the district or two hundred days, whichever is greater. Should the balance in the bank drop below 100 days, the medical leave bank committee may request additional donations.
3. When a participant has used all accumulated leave (or in the case of a new participant has no accumulated leave to use) and has incurred five *[NOTE: the PNA states that two days are required before submitting an application to the bank – please advise.]* days of salary deduction for personal illness, accident, or medical disability, *[NOTE: this language is inconsistent with the PNA, which states that medical leave may be used for “medical disability in the teacher’s immediate family – please advise]* he/she may submit an application, signed by a physician verifying the medical need. The participant may request to draw up to a maximum of 30 leave days.
4. The deadline for joining the medical leave bank is October 1 of each school year. All forms shall be filed in the central office on or before October 10 of each school year. Employees hired after October 1 may join the medical leave bank within 30 days of employment.

Medical leave bank committee

1. The professional staff medical leave bank will be administered by a committee of three teachers chosen by the Eastern Fremont Education Association (EFEA) and three administrators chosen by the superintendent. The chairperson shall be selected by the committee members.
2. Applications that have been approved by the medical leave bank committees shall be presented to the superintendent on the day of or the day following the approval. If an application is denied by the committee, the chairperson shall send the application back to the applicant on the day of denial or the day following the denial, accompanied by a written explanation of the denial.
3. Decisions of the medical leave bank committee with respect to eligibility shall be final and binding and not subject to review through the grievance procedure.
4. The medical leave bank committee shall report the status of the bank to the superintendent at the end of each school year.

File: GBGH-R-1

If an employee withdraws from the medical leave bank, the employee's donated days will not be returned. If the employee reapplies for membership, the employee will be required to contribute the initial contribution in order to become a member.

Approved: May 2007

Revised: CASB Overhaul 2014

Fremont RE-2 School District, Florence, Colorado