

## MEDICAL EMERGENCY LEAVE ALLOWANCE BANK ENROLLMENT FORM

In order to participate in the Medical Emergency Leave Allowance Bank (“Bank”), an employee must work 20 hours or more per week. This program is drive by School Board Policy 428.

All employees who wish to participate shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. Participating employees will be assessed one (1) day of sick leave allowance at the time they join the Bank. All assessed days will be accumulated in a bank where they will be available to participants who have used all their designated sick leave allowance days and experience a medical emergency of more than five (5) consecutive days. All donations are nonrefundable. Once a day is donated, the employee may not retract or reclaim the donated sick leave for any reason. If at any point the Bank is reduced to twenty (20) or fewer days, the district will assess all members one (1) additional day.

An employee withdrawing from the Bank shall notify the Human Resources Office by Sept. 30 of each year. If Sept. 30 falls on a weekend, the deadline will be the close of business on the Monday immediately following Sept. 30. In case of withdrawal, an employee’s contribution of days to Bank stays in the Bank.

An employee may use no more than twenty (20) days from the Bank in any given school year.

Both the employer and employees have a substantial interest in ensuring that days from the Bank are used only for legitimate reasons in accordance with the terms of Policy 428. To withdraw leave from the Bank, eligible employees must submit a written application to the district’s human resources department along with medical certification of the serious health condition from the employees’ treating physician. A medical condition means a serious health condition that is recognized by the mainstream medical community. By way of example, but without limitation, conditions such as multiple chemical sensitivity and idiopathic environmental illness are not recognized as valid diagnoses by the mainstream medical community. An employee may not begin to withdraw leave from the Bank until the district has approved the written application.

Days from the Bank shall be used only for the illness or medically necessary appointments for the employee and/or the employee’s dependent child for which medical documentation has been received. Days from the Bank may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The Bank shall not be used when an employee qualifies for disability income, workers’ compensation, or other pay or other benefits from the district or the state in place of any part of their salary..

By signing below, I am voluntarily entering the Northfield School District Medical Emergency Leave Allowance Bank.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_