

Policy 428 DISTRICT SICK LEAVE ALLOWANCE BANK

I. PURPOSE

The purpose of this policy is to establish a Sick Leave Allowance Bank for all Northfield School District employees working more than 20 hours per week.

II. GENERAL STATEMENT OF POLICY

Employees working 20 hours or more have the ability to participate in a districtwide sick leave allowance bank. This Sick Leave Allowance Bank is intended to support employees who have exhausted all other appropriate leave options and find themselves in a situation that would normally qualify for sick or bereavement leave. This policy may only be modified by mutual agreement between the Northfield Education Association and the Northfield School District.

III. ELIGIBILITY

An employee must work 20 hours or more per week to participate in the Sick Leave Allowance Bank.

IV. PARTICIPATION AND USE

When an employee has used all their leave allowance, the employee will be allowed to use days drawn from the Sick Leave Allowance Bank.

1. All employees who wish to participate shall notify the Human Resources Office by Sept. 30th 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 Sick Leave Allowance 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. When the days in the bank have been used, all participants will contribute one additional day.
2. An employee withdrawing from the Sick Leave Allowance 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 the Sick Leave Allowance Bank stays in the bank.

3. An employee may use no more than twenty (20) days from the Sick Leave Allowance Bank in any given school year.
4. Both the employer and employees have a substantial interest in ensuring that days from the Sick Leave Allowance Bank are used only for legitimate reasons in accordance with the terms of this policy. Every reasonable effort will be made to involve both the employee groups and the employer in counseling employees repeatedly using the Sick Leave Allowance Bank to insure that the appropriate contractual standards are met.
5. Days from the Sick Leave Allowance Bank shall be used only for the illness or medically necessary appointments for the employee and/or the employee's dependent child. Days from the Sick Leave Allowance Bank may be used for bereavement leave not to exceed the number of days allowed in each individual employee contract or agreement. The Sick Leave Allowance Bank shall not be used when an employee qualifies for disability income.
6. An employee must use all personal leave prior to accessing the Sick Leave Allowance Bank.
7. This policy may only be modified by mutual agreement of the Northfield Education Association and the Northfield School District.

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Adopted: 08.24.2015; Nonsubstantive Updates: 02.25.2021

School Board
NORTHFIELD SCHOOL DISTRICT NO. 659
Northfield, Minnesota