

D. Sick Leave Bank

The purpose of the Sick Leave Bank is to provide unit members of the REA with additional sick leave to bridge the time loss required by their own illness or injury or that of a family member who is suffering from a critical illness or injury or permanent or long-term incapacity, as defined by the Oregon Family Leave Act (OFLA) and Family Medical Leave Act (FMLA), and their return to work when all available paid leave is exhausted.

1. Qualification: All unit members, who donate at least one sick day to and are a current enrollee in the Sick Leave Bank, are qualified for access to the Sick Leave Bank.
2. Donation: On or before October 31st of each year, members may voluntarily donate at least one (1) day and no more than two (2) days of their accrued sick time as long as that amount is in the member's accrued sick leave account. New-hires will be allowed to donate upon employment. Such donations of days are irrevocable. All days left in the Sick Leave Bank at the end of the year shall be carried over to the next year.
3. Sick Leave Bank Committee: The decisions regarding the Sick Leave Bank will be managed by the REA. The REA will create a Sick Leave Bank Committee, which will be comprised of three (3) unit members. The Sick Leave Bank Committee will review applications **and health-related information/documentation directly related to the request from unit members**, make grants from the bank, perform other duties as necessary to administer the bank, and work with the District to maintain accurate accounting of usage of the Sick Leave Bank. **Both parties agree that the health-related information/documentation is to remain confidential.**
4. Use of the Sick Leave Bank: Qualified unit members (D.1) who wish to use the Sick Leave Bank must submit an application to the Sick Leave Bank Committee and **agree to allow the committee to view health-related information/documentation directly related to the request**, have a doctor's written statement (or other health provider's written statement) certifying an illness or injury which prevents the unit member from performing the duties of her/his job, and any other documentation required by the committee. **A qualifying unit member is limited to receiving sixty-five (65) full or partial days during a twelve (12)-month period from the sick leave bank. If the unit member is eligible**

under PERS disability, workers' compensation, or the District's long-term disability insurance, then the unit member may access only partial sick leave days up to sixty-five (65) partial days, such that the total sick leave and disability payments does not exceed the unit member's normal daily rate, unless accessing the sick leave bank would result in a reduction in disability payments.

- 5. Notification: After reviewing a unit member's application, the Sick Leave Bank Committee will notify the applicant within five (5) working days after receipt of the application. The committee will notify Human Resources regarding the unit member's need to use days from the Sick Leave Bank and the number of days granted to the member. Payroll will process the days as instructed by the REA. The decision of the committee shall be final and not subject to appeal or grievance.**
- 6. Records: The district shall keep accurate records of leave accumulated by the bank and of sick leave used by the bank. These records shall be available at all times for review by the Sick Leave Bank Committee and the REA President. An annual report shall be available to members stating a beginning balance, contributions, total requests, days granted and ending balance.**