



# *North East Independent School District Catastrophic Sick Leave Bank*

## ***What Is The NEISD Catastrophic Sick Leave Bank?***

The NEISD Catastrophic Sick Leave Bank is a voluntary employee benefit program developed to provide up to 45 paid days to members who have suffered a catastrophic illness or injury.

## ***Open Enrollment***

Employees may join the Catastrophic Sick Leave Bank during the annual open enrollment period, or if a new employee, during the first 31 calendar days of employment.

## ***Who Is Eligible***

All employees of the North East Independent School District earning sick leave days from the District are eligible for membership.

## ***How To Enroll***

To become a member of the Bank, an employee must contribute three days from his/her accrued or anticipated local sick leave for the current calendar year. New employees have the first 31 calendar days of employment to join the bank.

***The contributed days will be subtracted from the member's local sick leave record and become the property of the NEISD Catastrophic Sick Leave Bank. Employees who wish to join the Bank must do so during the district's annual online open enrollment.***

## ***Membership***

The effective date of membership will be the date of the online election for employees signing up during open enrollment. **All sick leave days donated remain in the Bank and cannot be returned even upon cancellation of the membership.**

Membership continues from year to year, without any additional contributions, **unless:**

- ⇒ The member uses one or more days from the Bank during the year; OR
- ⇒ A member decides to cancel his/her membership in the Bank; OR

⇒ A member terminates employment with the District; OR

⇒ The days paid in the school year cause the number of days remaining in the bank to fall below the number of members. Then, depending on the need, current members will give an additional day to replenish the Bank. Members who do not wish to contribute the additional day, forfeit membership upon written notification to the Risk Management Office in accordance with the Catastrophic Sick Leave Bank regulations.

## ***Qualifying For Catastrophic Sick Leave Bank Days***

A member may request days from the Catastrophic Sick Leave Bank only after he/she has exhausted all accumulated state and local leave days. Catastrophic Sick Leave Bank days can be granted only for absences for working days and will not be granted for holidays, vacation days, or other such days for which the member is not paid. A member may receive days from the Bank **ONLY** after the three-day membership donation has been **earned** and contributed. There is a pre-existing condition exclusion for the first six months of membership.

Days from the Bank are granted only for a catastrophic illness or injury that necessitates an absence from work five consecutive days or longer.

The application for Catastrophic Sick Leave Bank days must be received in the Employee Benefits office no later than **30 work days** from the date the employee returns to work.

A member who suffers a catastrophic illness or injury may apply for an initial 30 days from the Bank. If the employee is unable to return to work after the initial 30 days are exhausted, he/she may apply for up to 15 additional days.

Members released to return to work on a part-time or modified duty basis will **not** receive partial days from the Bank. Intermittent leave may be granted for medically necessary periodic treatment of catastrophic illnesses if certified by a physician. Intermittent days forms are required for these circumstances.

# CATASTROPHIC SICK LEAVE BANK

## ***Use of Catastrophic Sick Leave Bank for Immediate Family***

The Bank may be used for members whose immediate family has suffered a catastrophic illness or injury. Immediate family is defined as *the member's parent(s), spouse, and any eligible children*. The maximum number of days that may be granted to an employee for the illness or injury of a family member is 15 days per illness/injury.

The maximum number of Catastrophic Sick Leave Bank days that may be granted to an employee during the year (January 1 through December 31) is 45 days.

## ***What Is Considered Catastrophic?***

An illness or injury that is serious in nature and necessitates an absence from work for five consecutive days or more. Determination of catastrophic is based upon the physician's statement with diagnosis, and any complications. A few examples of conditions that may be considered catastrophic are:

- \* **Inpatient** hospitalization due to major non-elective surgery or injury (proof of room & board charges will be required)
- \* Organ transplant
- \* Cancer with chemotherapy treatment (intermittent usage allowed)

**Exclusions** include normal pregnancy and/or post-natal care; elective or routine surgery; **outpatient procedures** (Anything considered outpatient as defined by hospital verification is excluded, including observation status); mental disability that is not considered a "serious mental illness" as defined by Texas law; workers' compensation income eligibility; and part-time absences or modified duty.

When an employee has suffered a catastrophic illness or injury, the member may submit to the Employee Benefits Specialist a request for days from the Bank. This request will include the "***Application for Catastrophic Sick Leave Bank Days***" and the "***NEISD Catastrophic Sick Leave Bank Physician's Statement***". If requesting intermittent leave, the "***NEISD SICK Leave Bank Intermittent Leave Days***" form will also need to be completed and accompany the other two forms. The forms can be obtained from the Employee Benefits Office or by downloading the forms from the Risk Management web site at [www.neisd.net](http://www.neisd.net). A copy of inpatient room and board charges will also be required. Applications will be processed by the Employee Benefits Specialist/Sick Leave Bank Executive Officer.

## ***Bereavement Days***

The Catastrophic Sick Leave Bank will grant up to **three days** for bereavement due to the death of a member's spouse, child, parent, or parent-in-law. The employee must contribute the days granted by the Catastrophic Sick Leave Bank at the beginning of the following school year to retain their membership.

## ***2010-11 NEISD Catastrophic Sick Leave Bank Balance***

During the 2010-11 school year, the NEISD Catastrophic Sick Leave Bank was a success. A total of 4,109 classified and certified employees chose to participate in the program. The Catastrophic Sick Leave Bank was able to grant 76 requests during the 2010-2011 school year, of which 1,301 days were paid. Since the Bank balance at the end of the year was approximately 5,311 days, no additional days will be required to be donated by the current participants, with the exception of those who received days.

## ***Catastrophic Sick Leave Bank Board of Directors***

The purpose of the Board of Directors is to monitor Bank usage and to hear appeals, if any, regarding the Catastrophic Sick Leave Bank. The Board of Directors is elected by the members representing all employee groups.

### ***The following is a listing of the NEISD Catastrophic Sick Leave Bank Board of Directors:***

*Elementary Elementary	Pamela Arevalo-Thompson, Dellview Janice Fisher, Wilderness Oaks
*Middle School Middle School	Kimberely Denham, Harris Becky Rendon, Jackson
*High School High School	Marianne Rodriguez, Churchill Edie Cooksey, Madison
*Administrative	Judy Trevino, Internal Audit
*School Nutrition	Lottie Carroll, School Nutrition
*Transportation Maintenance	Lydia Snyder, Transportation Mario Ortiz, Maintenance
Admin. & Instr. Support	Criselda Vallejo, Curriculum Compliance

\* Newly Elected Sick Leave Bank Board Members for 2011-2013