

### **Sick Leave Pool**

The following guidelines will apply when employees apply for the sick leave pool:

1. Voluntary donations by district staff will be used to assist a fellow employee suffering from catastrophic personal illness or disability, or illness or disability in the immediate family.
2. For purposes of the sick leave pool, “immediate family” shall include parents, spouse or children.
3. A requesting employee must first use all of their state and local sick leave, personal leave, and vacation days, if applicable.
4. A request for the establishment of a sick leave pool shall be made in writing to the Superintendent or designee.
5. An employee may apply for a sick leave pool only once each school year.
6. Voluntary contributions shall be designated to a specific pool.
7. Contributions may consist of one or two local sick leave days per donor, with no staff member permitted to contribute more than three local sick leave days to sick leave pools per school year.
8. A maximum of 50 days may be contributed to a specific leave pool.
9. The sick leave pool shall cease to exist when the employee returns to work or has used 50 days and the pool is exhausted.
10. Unused sick leave pool days shall revert to the donors.
11. No general pool shall remain in existence.

