

CAREGIVER BANK

(All SSSD Staff)

PURPOSE

1. The purpose of the Caregiver Bank is to provide a source of leave for a SSSD employee in cases where **the employee is the Caregiver** for immediate family, spouse, partner, children, foster children, mother or father, significant other, siblings, other dependents or friends affected by life threatening or terminal illness or, a recent lifelong disability lasting beyond the number of accumulated annual leave days available to the employee. Participation in the bank is voluntary.
2. SSSD employees may enroll in the Caregiver Bank by contributing one (1) day of accumulated annual leave to the Bank; these days then belong to the Caregiver Bank. The only required donation after enrollment occurs is in the event that the balance of days in the Bank falls below thirty (30). In that case, each member shall then donate one (1) additional day at that time in order to remain a bank member. Members do not need to re-enroll unless they resign or terminate employment with the District and return at a later date.
3. The enrollment period for membership shall be September 1 to September 30 of each year. HR/Payroll will provide notification of open enrollment to all staff and in the new hire packet. Once enrolled, membership is maintained by making all required donations to the Bank. An individual who wants to terminate membership may do so in writing, at which time no further days of leave will be deducted from his or her annual leave and given to the Bank. All previous donations will remain the property of the Bank.
4. A voluntary donation period will be open from June 1- June 15 annually for staff members who wish to donate up to three (3) days to the Bank. All donations will remain the property of the Bank.

ADMINISTRATION AND OPERATION

1. The Bank will be administered by the Licensed Sick Bank Committee or Classified Sick Bank Committee depending on the classification of the requestor. The Administrator will be from the building or department of the requestor and the superintendent's designee. Committee members' terms will be at least one year.
2. As a condition of enrollment in the Caregiver Bank, the requesting employee authorizes the Committee to have access to employment records the Committee deems necessary, limited to, annual leave use, workers' compensation restrictions, and absence records. The employee agrees to furnish the Committee with explanations regarding use of leave.

3. The Committee shall meet when necessary. Decisions shall be made by majority vote of the Committee members present. The Committee shall respond in a timely manner to all requests in writing. If a request is denied, the Committee shall state the reasons for the denial.

4. The Committee shall not discriminate on the basis of age, sex, religion, national origin, race, color, marital status, sexual orientation or preference, pregnancy, and physical or mental disability, or membership or non-membership in the Steamboat Springs Education Association.

ELIGIBILITY

Only members of the Caregiver Bank shall be eligible to apply. The employee must have a history of prudent use of annual leave days, and have depleted his/her accumulated annual leave days and be absent for five (5) consecutive days. The five (5) consecutive day requirement may be waived by the Committee in its sole discretion, in extenuating circumstances such as: chemotherapy, radiation therapy or specialized treatment.

MAXIMUM NUMBER OF DAYS THAT CAN BE TAKEN

The maximum number of days which any member can withdraw from the Bank shall be thirty (30) days per school year. Exception to the maximum number of days a member can withdraw from the bank shall be considered on an individual basis. Whether exceptions are granted is the sole discretion of the committee.

DAYS REMAINING IN BANK AT END OF SCHOOL YEAR

Any days remaining in the Bank at the end of the school year shall be carried forward to the next school year.

PROCEDURE FOR REQUESTING CAREGIVER BANK DAYS

1. The requesting employee must send a letter of request to the Director of Human Resources explaining the following: information/relation to the person receiving care and their condition; medical reasons for the leave; the number of days requested from the bank; anticipated dates of absence; rationale for being the primary caregiver; any other pertinent information.

2. The Director of Human Resources will contact the committee members and the employee's supervisor(s) to set a meeting date. The Director of Human Resources will provide the request letter and applicable absence information.

3. The committee members and supervisor(s) will meet to review the request and make a determination.
4. The decision of the committee shall be final.

CAREGIVER BANK CLARIFICATION

1. New hires will be eligible to enroll in the Bank during the open enrollment in September of their second year of employment or later.
2. Voluntary donations made during the June 1 - June 15 enrollment, do not exempt a member from required donations should the Bank drop below thirty (30) days to remain a Bank member.

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