

CERTIFIED EMPLOYEE MEDICAL LEAVE POOL

Medical Leave Pool: Cerf

- A. Creation
 - a. Enrollment - Prior to September 1, or within 10 days of hire date, whichever is first
 - b. Enrollment - Joint responsibility between the Board and the LCEA
 - c. Management - committee of five (2 LCEA members, 2 Board of Education members, Board Secretary) will oversee the pool
- B. Eligibility
 - a. Any certified employee not eligible for long-term disability who is a member of the pool and who has depleted their sick and personal leave.
- C. Contributions
 - a. Each participating employee will contribute one sick leave day
 - b. When bank is depleted, members may contribute one (1) day as needed
 - c. Number of bank days will never exceed the number of participants
 - d. Donated days will not be returned to the donors
 - e. No accumulation at the end of the year, the pool will reset to zero on July 1 of each year.
- D. Use
 - a. Pool may be used in case of life-threatening, terminal illness, or serious injury requiring hospitalization or long term care of employee, spouse, or child (after depleting all available sick and personal leave).
 - b. Use of pool is limited to 15 days each year per participating employee
 - c. Serious, long-term illness does not include maternity
 - d. Application must be made to the committee for use of pool days

Cross Reference: 409.2 Employee Leave of Absence

Adopted: 06/16/2025

Modified:

Reviewed: 12/15/2025