

Article XI, Section 4

A. Membership in the Catastrophic Leave Bank. Any unit member or certificated manager who has been employed by the District for at least eleven (11) calendar months is eligible for membership in the Catastrophic Leave Bank. Membership begins when sick leave is donated.

B. Donations of Sick Leave to the Bank. Eligible certificated employees may donate accumulated and unused sick leave (as opposed to “advanced”) to the Catastrophic Leave Bank. Donations of sick leave are subject to the following limitations and conditions:

1. An “open enrollment period” shall be offered **during the first and last 30 day period during which students are in attendance in each school year** to encourage donation by eligible employees. If an employee becomes eligible for the Bank after the “open enrollment period,” he/she may donate within thirty (30) days of gaining eligibility. Initial donation shall be made in whole-day increments with a maximum of three (3) days.
2. Each eligible unit member **who is a member of the leave bank** must donate one (1) sick day **before the commencement of each five (5) year period** to remain in the bank, the first **five (5) year period beginning on July 1st, 2020 and ending on June 30, 2025**. If a unit member **who is a member of the catastrophic leave bank** does not donate one (1) **during the school year prior to the beginning of the following five (5) year period**, the unit member will be removed from the bank **at the commencement of the following five (5) year period** until a day is donated. **Any unit member who is not a member of the catastrophic leave bank who donates at least one (1) day of accumulated sick leave during the school year prior to the commencement of each five (5) year period or during a five (5) year period will become a member of the catastrophic leave bank and will continue to be a member of the bank for the duration of that five (5) year period.**
3. The donation shall be filed with the District payroll department on a “Certificated Sick Leave Donation Form.” All donations are irrevocable.
4. The sick leave donor may not donate sick leave that would cause ~~his/her~~ their personal earned sick leave balance to fall below ten (10) days.
5. **If a unit member who is currently a member of the catastrophic leave bank has one or more days of accumulated sick leave at the end of a five (5) year period, the unit member’s membership in the catastrophic leave bank shall be automatically renewed by the deduction of one (1) day of accumulated sick leave from the unit member’s accumulated sick leave. A member of the bank may opt out of the the automatic**

renewal during the District's Health and Welfare open enrollment period that immediately precedes the automatic renewal.

6. The payroll department maintains a permanent list of all employees who have donated to the Bank. An updated copy of the permanent list shall be sent to the Association by November 1st each year.
7. The payroll department shall give written acknowledgment to each donor at the time ~~his/her~~ their donation is received.
8. If the number of days remaining in the Bank falls below three hundred (300), an additional donation shall be requested (but not required) of current members of the Bank. Should such condition arise, the District shall notify the Association, and a joint request shall be made. In this event, subsequent individual donations beyond the initial donation may be made in whole-day increments with a maximum of three (3) days per year.