

## SICK LEAVE POOL

DEC(LOCAL)

Revised August 2016

An employee may request that a sick leave pool be established from voluntary donations by District staff. The employee must be suffering from a personal illness or disability, or an illness or disability in his or her immediate family.

Employees eligible to receive donations may apply by submitting a completed Leave Request form and selecting yes to establishing a sick leave pool. If the employee is incapacitated or otherwise unable to initiate the application process, a person identified on the employee's emergency information card may submit the application. A leave request form and a certification of healthcare provider form must be submitted to Employee Relations. A pool will be established when all required paperwork is on file. The employee requesting a pool and the employee's supervisor will be notified by email when the pool has been created and is available for donations. The email will include a pool ID number that contributors must have to donate days.

The sick leave pool shall be created by voluntary leave contributions from District employees for a specific individual and the donated days shall be designated to a specific pool. No school employee may contribute more than 15 leave days to sick leave pools per year (July 1-June 30).

A maximum of 30 days may exist in a pool at any one time for any specific employee. A maximum of 30 pool leave days may be used by an employee per year. The sick leave pool may not be used to extend leave due to pregnancy or childbirth unless the employee has documented complications of pregnancy or childbirth. A sick leave pool may not be used to extend leave due to adoption or foster care unless the child has documented medical complication at the time of the foster care transition or adoption.

Employees may contribute days by submitting an online form. The contributor must maintain a combined leave balance of at least 10 days at time of donation. Employees may contribute days without regard to their full-time or part-time status. Each contributors' leave balance will be reduced by one day, and each recipient shall receive one day of sick leave for each day contributed to the recipient. Employees may make contributions without regard to the recipient's work assignment or classification. Donated days cannot be returned to the contributor once contributed to a sick leave pool.

The sick leave pool is available only for current employees. The following persons are ineligible to participate in the program, either as contributors or as recipients: persons whose employment with the school district is terminated; employees who are on approved leave of absence for other than personal or family illness or injury; employees who are suspended without pay from assigned duties; temporary employees; and students employed on either a part-time or temporary basis.

### HOW TO CONTRIBUTE DAYS

If you wish to contribute days, you must have the recipient's pool ID number. The recipient and his or her supervisor will distribute the pool ID number to those that wish to contribute.

Once you have obtained the pool ID number from the recipient or the supervisor follow these steps to donate days:

- Go to the Killeen Independent School District Website, [www.killeenisd.org](http://www.killeenisd.org)

- Select KISD Connect; type in your user name, type in your password
- In the left-hand column under Staff Links select Sick Leave Pool
- Select Contribute Hours; type in the recipient's pool ID number, you should see a screen that displays your name, leave balance, the days you can contribute and the recipient's name
- Enter the number of days (limit to the days you can contribute as displayed on the page) you would like to contribute; click on the contribute button to complete the process

If you have questions or concerns, please contact Employee Relations 336-0045.