

Richmond R-XVI School District
Sick Leave Pool

Board Approved 4-13-04
Revised 1-11-05

1. Purpose:

The purpose of the sick leave pool is to furnish a continuing income for employees who are faced with a major illness or accident and have used up all of their sick leave days. This pool is not designed for: brief illness after sick leave is used up, family illness, death or business.

2. Formulation and Administration:

- a. One sick leave pool for all staff members.
- b. This plan shall be voluntary and be available to all staff members.
- c. Each participating staff member must contribute three (3) days to the pool to be considered vested in the pool.
- d. Beginning with the 2004-2005 school year all members have the availability to donate up to three (3) days in one year to become vested in the pool. The payroll department must receive all donations no later than September 20th of each year.
- e. Member must be vested in order to be eligible to request days.
- f. All accumulated sick leave days must be used before a member is eligible to request days from the pool. Accumulated sick days include the 12 available to earn for current contract year.
- g. A member must be off work due to major illness or injury for ten (10) school days without pay before being eligible to request days from the pool.

- h. There will be a cap of 100 days available per person per year.
- i. There is no pregnancy exclusion.
- j. When the pool is depleted to two hundred (200) days all members will be assessed one sick day. This day will be assessed the following school year on the September payroll.
- k. Members can opt out at any time by providing a written statement to the superintendent.
- l. Termination of membership in the pool occurs on the last contract day worked. Former members retain absolutely no rights or interests in the pool following termination. Total days contributed by former employees remain available for pool usage.

3. Administrative Responsibilities:

- a. The Superintendent of Schools or his designee will be responsible for the review and decision of all sick leave pool withdrawal requests.
- b. The superintendent or designee will act on any requests within five (5) working days.
- c. Members have the ability to appeal to the Board of Education any decisions made by the superintendent or his designee.
- d. Accurate record keeping of days donated and days used will be kept by the Office of the Superintendent.
- e. An audit report at the end of the school year shall be available for the Board of Education