



SECTION V: EMPLOYEES

POLICY 5310

SICK LEAVE SHARING BANK

The purpose of the sick leave sharing bank is to allow teachers and full-time employees of the District (pursuant to Okla. Stat. tit. 70, § 6-104) to donate to a leave sharing program. Employees may voluntarily transfer some of their sick leave into the bank to provide a pool of days from which qualifying members may request donations for a fellow district employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

BANK MEMBERSHIP

New Employee: All eligible employees may become members of the sick leave sharing bank upon employment, provided they contribute one (1) day of sick leave equivalent to their position. For every consecutive year thereafter, employees will contribute one day to the bank to continue membership.

Members may not access sick bank days until the employee has been a member of the sick leave sharing bank for one (1) year.

Annual Opt-In: Eligible employees that did not enroll in the initial year or as a new hire will have the opportunity to participate in the sick leave sharing bank, by opting in during the annual enrollment period from October 1st to October 31st each year. Employees must contribute one

(1) day of sick leave equivalent to their position. Sick Leave Sharing Bank Opt-In Forms will be submitted to the human resources department.

Members may not access sick bank days until the employee has been a member of the sick leave sharing bank for one (1) year.

Employees that were previously in the bank and chose to opt-out, will be required to be in the bank for one (1) year upon re-enrollment to access days. The number of years in the bank will not be bridged and will start new.

Opt-Out: Members will remain enrolled in the bank unless a Sick Leave Sharing Bank Opt- Out Form has been submitted to the human resources department. The opt out effective date will be June 30th of the current contract school year. Any days donated will remain the property of the bank.

Days given to the bank must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for purposes of this program.

BANK GUIDELINES

The minimum number of days in the sick leave sharing bank shall be one hundred (100). Should the number of days drop below this minimum, each member shall be required to contribute another day



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in order to remain a member. The maximum amount of days a member will be asked to contribute in a year will be limited to two

(2) days. Any member who has no sick leave days accumulated when these days are assessed may remain a member for the remainder of the current school year and shall contribute two (2) days at the beginning of the next school year.

Days contributed or assessed become the property of the sick leave sharing bank and no longer count toward the individual member's accumulated or current sick leave.

Only qualifying members of the sick leave sharing bank may receive donations under this policy.

During his/her lifetime employment with the District, the employee shall be limited to the equivalent of two (2) requests from the sick leave sharing bank.

Employees that have previously used their limit of two (2) sick day donation requests will not be eligible to join the sick leave sharing bank.

Days requested from the bank will be for the current fiscal year and will end on June 30. An exception may be allowed for an employee to use any remaining days from their prior request, if the employee is out at the beginning of the next fiscal year for the same medical diagnosis.

Days cannot be used from the sick leave sharing bank until an employee exhausts all earned sick leave pursuant to Okla. Stat. tit. 70, § 6-104.

Donations from the sick leave sharing bank will not be permitted for employees who have been released to work for any portion of the work day.

HOW TO ACCESS DAYS

The employee will need to submit a Sick Leave Sharing Bank Request Form to the human resources department at least ten (10) days before use of days will be approved from the bank. With this request, you must attach a medical certification form from a licensed physician or healthcare practitioner verifying the severe or extraordinary condition of the employee or their relative, and the expected duration.

For purposes of this policy, the following definitions apply:

Relative of Employee: A spouse, child, or parent of the employee.

A "child" means a biological, adopted, foster or step child, a legal ward, and an individual with an in loco parentis relationship with the employee

Severe or Extraordinary: Serious, extreme, or life-threatening illness, injury, impairment or physical or mental condition, which will result in the disability for a continuous period of more than thirty (30) days. This includes temporary disability resulting from pregnancy, miscarriage, childbirth and recovery.



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This does not apply to the bonding time outside of your medical diagnosis.

A “serious health condition” does not include short-term conditions for which treatment and recovery are very brief.

Sick leave received by the bank will be paid at the daily rate of the receiving District employee. The sick leave received by a District employee from the bank will be maintained separately from all other leave.

USE OF DAYS

The number of days granted per request shall be based on the following tier system:

- 0-1 year of sick bank membership: Does not qualify
- 1-4 years of sick bank membership: Maximum of 30 days
- 5+ years of sick bank membership: Maximum of 60 days

Source: *Broken Arrow Board of Education policy adoption, July 22, 2002.*
Broken Arrow Board of Education policy revised, July 13, 2009.
Broken Arrow Board of Education policy revised, June 9, 2014.
Broken Arrow Board of Education policy revised, July 10, 2017.
Broken Arrow Board of Education policy revised, May 13, 2019.
Broken Arrow Board of Education policy revised, November 9, 2020.
Broken Arrow Board of Education policy revised, October 11, 2021.