



Superintendent's Circular

School Year 2019-2020

**NUMBER:
HRSPP-15**

**DATE:
November 21, 2019**

SICK LEAVE DONATION PROGRAM

Boston Public Schools will be continuing the Sick Leave Donation Program with Administrative Guild, BASAS, BTU, Managerial, and School Police Patrolmen's Association.

Purpose:

The Sick Leave Donation Program is a voluntary program where eligible employees can donate sick leave hours to help a seriously ill or injured colleague who has exhausted their sick, personal, vacation, and/or compensatory leave entitlements. An eligible employee who wants to withdraw hours from the Sick Leave Bank must be on an approved leave of absence. Please refer to HRS-PP13 for more information regarding the process to apply for a Leave of Absence. If time is awarded by the Sick Leave Donation Committee, recipients are able to withdraw sick leave hours from the leave bank and maintain active pay status.

Membership & Eligibility Requirements are indicated by unit in the chart attached hereto.

The Donation Process:

When the sick leave bank for a union/group becomes depleted, an email notification will be sent to all members requesting the donation of an additional day(s). All employees who wish to enroll will be required to complete an online form during the aforementioned period. *All donations are irrevocable.*

Sick Leave Committee:

The leave committee for each union/group will consist of six members: three administrative members from the union/group and three administrative members from the Boston Public Schools district (appointed by the Superintendent or his/her designee). A majority vote (4 of 6) is required to grant awards of sick leave time. All decisions are made on a case-by-case basis.

The Application Process for Sick Bank Members:

Step 1: Complete the attached Sick Leave Bank Donation Withdrawal Request form, including submission of medical documentation and the letter stating the reason for the request.

Step 2: Submit all documentation to the Office of Human Capital in accordance with the application deadline listed on the form.

Step 3: The Leave Bank Committee will meet and review all pertinent information. Committee will render a decision and Human Capital will inform employee and supervisor of decision. If approved, the Office of Human Capital representative will add donated hours to the recipient's leave accrual balance in PeopleSoft. Withdrawals from the leave bank cease when the recipient has either returned to work or withdrawn the maximum amount of hours allotted from his/her union or conditions of employment.

There is no appeal procedure as the decision of the Sick Leave Bank Committee is final.

APPLICATION FOR SICK BANK WITHDRAWAL

Name _____

Address _____

Work Location _____ Title _____

This application must be accompanied by:

- A detailed **letter from you** stating the reason for your request. (Since your record of sick leave usage will be reviewed, you may wish to include a statement regarding past usage of time)
- Appropriate medical documentation (original doctor's letter), pursuant to Superintendent's Circular HRS-PP13. **All employees who apply to the sick bank must currently be on an approved leave of absence.** Please refer to the Absence and Leave Policy Circular HRS-PP13 for information on applying for a leave of absence.

Please respond to the following by circling yes/no:

- a. Do you have any disability insurance coverage? Yes No
(If yes, please provide all relevant policy information with your submission)
- b. Have you filed an intent to retire? Yes No
- c. Do you intend to file an intent to retire within 90 days? Yes No
- d. Do you have a disability retirement application pending? Yes No
- e. Do you intend to file a disability retirement application within 90 days? Yes No
- f. Have you previously been granted time from the sick bank? Yes No
If yes, when? _____ How many days granted? _____
- h. Have you read the complete HRS-PP15 circular on the Sick Leave Bank Donation Program? Yes No

Application deadline:

The Sick Bank Oversight Committee meets on the first Wednesday of each month. To be included on the agenda, your application, along with all supporting documentation, must be submitted by the close of business on the preceding Friday to:

Rae Catchings, Director of Employee Services
Office of Human Capital
2300 Washington Street – 4th floor
Boston, MA 02119

I HAVE READ AND UNDERSTAND THE RECIPIENT REQUIREMENTS AND AGREE TO ABIDE BY THEM.

DATE

SIGNATURE

For more information about this circular, contact:

Name	Rae Catchings
Department	Human Capital
Mailing Address	2300 Washington Street, Roxbury, MA 02119
Phone	617-635-9255
Fax	617-635-7957
E-mail	rcatchings@bostonpublicschools.org

Brenda Cassellius, Superintendent

Unit	Membership Requirements	Eligibility for Recipient
BASAS	<ul style="list-style-type: none"> ● In order to establish this program, there must be at least fifty (50) eligible BASAS employees who participate in it. ● A BASAS employee must be permanent or entering their third (3rd) consecutive year of Boston Public Schools' service to be eligible to participate. ● A BASAS employee must donate one sick day (eight hours) to enroll in the program. ● Donation days (hours) will be deducted from the donor's accumulated sick leave balance. 	<ul style="list-style-type: none"> ● Only BASAS employees who have donated to the sick leave donation program are eligible to apply for sick leave time. ● Applicants for sick leave time must have exhausted all accumulated sick and personal leave in order to be eligible to receive sick leave donations. ● Recipients may use donated sick leave only for work time lost due to personal illness. Recipients may not use donated time for absences caused by an illness of a family member. ● The application form for sick time must be completed and accompanied by adequate medical evidence, pursuant to the Superintendent's Circular entitled Employee Sick Leave Policy. ● For employees receiving benefits pursuant to a disability plan, the combination of disability payments and donated sick days may not, on a day to day basis, equal more than the employee's daily rate of pay. ● For employees receiving worker's compensation benefits, the combination of worker's compensation payments and donated sick days may not, on a daily basis, equal more than the employee's daily rate of pay. ● Provided there is available sick leave in the bank, the Committee has the authority to grant up to thirty (30) days of sick leave to a recipient per school year. In exceptional circumstances, the Committee may also grant additional thirty (30) day increments, up to a maximum of ninety (90) days (including the original thirty days). ● Requests for sick leave time may not be made retroactively. ● Days that have been granted but are not used will revert to the sick leave bank.
BTU	<ul style="list-style-type: none"> ● In order to establish this program, there must be at least 500 teacher unit members and 100 paraprofessional unit members. ● Must be a BTU member to participate in the program. 	<ul style="list-style-type: none"> ● Must have exhausted all accumulated sick leave and other paid leaves (e.g. personal days, etc.) ● Application for the BTU sick bank withdrawal must be accompanied by adequate medical evidence, pursuant to Superintendent's Circular on Employee

	<ul style="list-style-type: none"> ● Teacher unit members must be permanent or entering their fourth consecutive year of service. Paraprofessional members must have at least three (3) consecutive years of service. ● Must donate one (1) sick day for inclusion in the program. ● Donations will be deducted from the donor's accumulated sick leave balance. ● Donations and withdrawals can only be in the same BTU unit (e.g. teachers cannot donate to or withdraw from the paraprofessional unit; paraprofessionals cannot donate to or withdraw from the teacher unit.) 	<p>Sick Leave Policy, of a serious illness, which prevents the employee's immediate return to work.</p> <ul style="list-style-type: none"> ● For those individuals who have a disability plan, the combination of disability payment and sick bank days do not, on a day to day basis, equal more than the daily rate of pay. ● For those individuals who are receiving worker's compensation, the combination of Workers Compensation payment and sick bank days do not, on a daily basis, equal more than the daily rate of pay. ● Provided there is available sick leave in the bank, the Committee has the authority to grant up to thirty (30) days of sick leave to a recipient. In exceptional circumstances, the Committee may also grant additional thirty (30) day increments, up to a maximum of ninety (90) days (including the original thirty days). ● Requests/withdrawals cannot be made retroactively. ● Days requested and granted but not used will revert back to the sick leave bank. ● This program is for employees only and cannot be used for the illness of family members. ● This program does not meet for the months of June – September for the following reasons: <ul style="list-style-type: none"> ○ June: The bank only issues donations in 30 day increments and the month of June does not have 30 school days ○ July – August: Employees do not work these months and therefore, would not be eligible to use sick/personal time ○ September: Employees receive sick/personal entitlements up front and therefore, would have time to use at the beginning of the school year
<p>Guild</p>	<ul style="list-style-type: none"> ○ In order to establish this program, there must be at least 100 Guild bank members. ● Must be Administrative Guild members to participate. ● Must have completed three (3) or more years of continuous service to be eligible to participate. 	<ul style="list-style-type: none"> ● Only employees who have donated to the sick leave bank will be eligible to apply for sick leave bank time. ● Employees must have exhausted all accumulated sick leave and other paid time.

	<ul style="list-style-type: none"> • Must donate one (1) sick day to enroll in the program. • Donation day will be deducted from an employee's sick leave balance. 	<ul style="list-style-type: none"> • The bank is for employee's illness only and cannot be used for illness of family members. • All requests for sick leave bank grants must be submitted in writing, accompanied by medical certification. • Individuals who have a disability plan and are receiving disability payments or who are receiving Workers' Compensation payments will be eligible for sick leave bank grants such that in combination with the sick leave bank payment the amount shall not exceed the individual's daily rate of pay. • Individuals are eligible to receive up to thirty (30) days of sick leave time at one time and may request an additional thirty (30) days, for a maximum of sixty (60) days. • Time granted and not used shall revert to the sick leave bank.
<p>Management</p>	<ul style="list-style-type: none"> • In order to establish this program, there must be at least one-hundred (100) eligible Managerial employees who participate in it. • A Managerial employee must be permanent or entering their fourth (4th) consecutive year of Boston Public Schools' service to be eligible to participate. • A Managerial employee must donate one sick day (eight hours) to enroll in the program. • Donation days (hours) will be deducted from the donor's accumulated sick leave balance. 	<ul style="list-style-type: none"> • Only Managerial employees who have donated to the sick leave donation program are eligible to apply for sick leave time. • Applicants for sick leave time must have exhausted all accumulated sick, personal, and vacation leave in order to be eligible to receive sick leave donations. • Recipients may use donated sick leave only for work time lost due to personal illness. Recipients may not use donated time for absences caused by an illness of a family member. • The application form for sick time must be completed and accompanied by adequate medical evidence, pursuant to the Superintendent's Circular entitled Employee Sick Leave Policy, of a serious illness. • For employees receiving benefits pursuant to a disability plan, the combination of disability payments and donated sick days may not, on a day-to-day basis, equal more than the employee's daily rate of pay. • For employees receiving worker's compensation benefits, the combination of worker's compensation payments and donated sick days may not, on a daily

		<p>basis, equal more than the employee's daily rate of pay.</p> <ul style="list-style-type: none"> ● Provided there is available sick leave in the bank, the Committee has the authority to grant up to thirty (30) days of sick leave to a recipient. In exceptional circumstances, the Committee may also grant additional thirty (30) day increments, up to a maximum of ninety (90) days (including the original thirty days). ● Requests for sick leave time may not be made retroactively. ● Days that have been granted but are not used will revert to the sick leave bank.
<p>School Police Patrolmen Association</p>	<ul style="list-style-type: none"> ○ In order to establish this program, there must be at least 25 Association bank members. ● Must be Association members to participate. ● Must have completed three (3) or more years of continuous service to be eligible to participate. ● Must donate one (1) sick day to enroll in the program. ● Donation day will be deducted from an employee's sick leave balance. 	<ul style="list-style-type: none"> ● Only employees who have donated to the sick leave bank will be eligible to apply for sick leave bank time. ● Employees must have exhausted all accumulated sick leave and other paid time. ● The bank is for employee's illness only and cannot be used for illness of family members. ● All requests for sick leave bank grants must be submitted in writing, accompanied by medical certification. ● Individuals who have a disability plan and are receiving disability payments or who are receiving Workers' Compensation payments will be eligible for sick leave bank grants such that in combination with the sick leave bank payment the amount shall not exceed the individual's daily rate of pay. ● Individuals are eligible to receive up to thirty (30) days of sick leave time at one time and may request an additional thirty (30) days, for a maximum of sixty (60) days. ● Time granted and not used shall revert to the sick leave bank.