



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Limited Sick Leave Bank Procedure
Policy Number:	GCBA-TCA-R
Original Date:	Documented Prior in TCA Staff Handbook
Last Reviewed:	4/30/2024
Category:	Staff
Cabinet Level Owner:	Director of Human Resources

This TCA Policy replaces ASD20 Policy.

The following procedures shall govern the implementation and operation of the Limited Sick Leave Bank for the critical illness or injury of a staff member or the critical illness or injury of an immediate family member. Eligible staff members may not use more than a total of 60 days from the Limited Sick Leave Bank for any reason during the lifetime of their employment with The Classical Academy and no more than 20 days of Limited Sick Leave Bank per qualifying event unless approved by the President or designee. Staff members must fulfill a one-year waiting period from the date of contribution to the Limited Sick Leave Bank to access days. Any Limited Sick Leave Bank days previously used, shall be subtracted from the 60-day total. Staff members must use all available staff leave, personal leave, and paid vacation prior to applying for the Limited Sick Leave Bank.

Any health or safety information relating to a staff member or staff member’s family member will be maintained on a separate form and in a separate file from other personnel information, treated as confidential medical records, and will not be disclosed except to the affected staff member or with the express permission of the affected staff member.

Critical Illness or Injury of a Staff Member

In the case of the critical illness or injury of a staff member, the award of sick leave days is expressly designed to protect the salary of the staff member while the staff member is unable to be at work due to a staff member’s critical illness or injury. Critical illness or injury includes, but is not limited to: inpatient hospitalization, life threatening illnesses, chemotherapy/radiation treatments, total hip and knee replacement, open heart surgery, extreme psychological distress, childbirth and recovery, and terminal illness. The use of the Limited Sick Leave Bank will not be eligible for elective surgeries, common colds, the flu, cosmetic procedures, strains, or other common conditions, except in cases where critical complications occur.

Awards from the Sick Leave Bank are intended to cover the gap between when a staff member’s TCA paid leave is exhausted and the date Long Term Disability payments begin.

Awards shall be made in increments of no greater than 20 days per qualifying event, at 100% of the staff member’s pay.

Application for days from the Limited Sick Leave Bank shall meet the following criteria:

1. Submission of a Health Care Provider's Statement indicating that the medical condition restricts the staff member from performing the essential functions of his/her job,
2. The medically required absence from work is greater than 10 consecutive days,
3. Submission of the TCA's Leave Request Form, and
4. Submission of the TCA's Limited Sick Leave Bank Application Form.
5. Submission of an application for Long Term Disability

Critical Illness or Injury of a Family Member Leave

Staff who are members of the Limited Sick Leave Bank and who have used all available staff leave, protected staff leave, and paid vacation may request (in twenty-day increments) a maximum of 60 days leave during their employment, and at 70 percent of their pay, with TCA in cases of critical family emergency involving the critical illness or injury of an immediate family member. Decisions relative to the granting of the requested leave will be made by the President or designee based upon information submitted by the staff member requesting such leave. Requests must be in writing and should include supporting documentation.

Whenever possible, the request should be made to the President or designee at least 30 days prior to the start of the leave. If 30 days' prior notice is not possible due to the circumstances, the request should be made at the earliest possible time relative to the critical illness or injury. The request must be accompanied by a health care provider's written statement indicating that the critical illness or injury of a family member is of a life-threatening nature and that the presence of the staff member with the patient is highly desirable, if not necessary. The Health Care Provider's Statement (Need to Care for the critical Family Member), GBC-TCA-E-3, may be used for this purpose. The President or designee may request an additional medical opinion. Should the need exist to extend the leave beyond the first or any subsequent 20-day increment, the President or designee will inform the requesting staff member concerning what supporting documentation is required to accompany the request.

Critical Illness or Injury of a Family Member

In the case of the critical illness or injury of an immediate family member, the award of sick days is expressly to be used in conjunction with TCA's Extreme Family Emergency Leave (Other Leave). The award is designed to cover a portion of the cost to the staff member incurred by taking Extreme Family Emergency Leave. Therefore, a copy of the request to the President or designee for Extreme Family Emergency Leave shall accompany the application to the Limited Sick Leave Bank. Critical illness or injury includes, but is not limited to: inpatient hospitalization, life threatening illnesses, chemotherapy/radiation treatments, total hip and knee replacement, open heart surgery, extreme psychological distress, terminal illness, and death in the immediate family. The use of the Limited Sick Leave Bank will not be eligible for elective surgeries, common colds, the flu, cosmetic procedures, strains, or other common conditions, except in cases where critical complications occur.

For sick leave purposes, the term "family member" means a member of the staff member's immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the staff member stands in loco parentis or a person who stood in loco parentis to the staff member when the staff member was a minor, or a person for whom the staff member is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the President.

Awards shall be made in increments no greater than 20 days per event, at 70% of the staff member's pay. No more than 60 days from the Limited Sick Leave Bank can be used during the lifetime of employment.

Application for days from the Limited Sick Leave Bank shall meet the following criteria:

1. Submission of a Health Care Provider's Statement indicating that the staff member's presence is required to care for a critically ill family member,
2. Submission of the TCA's Leave Request Form, and
3. Submission of the TCA's Limited Sick Leave Bank Application Form.

Limited Sick Leave Bank Eligibility

- Only staff members who are eligible for staff leave may become members of the Limited Sick Leave Bank by contributing two of their accrued staff leave days to the Bank. Eligibility is defined for regular (non-temporary) staff members.
- Only those individuals who have elected to join the Limited Sick Leave Bank and have met the one-year waiting period may apply for an award of staff leave days from the Bank.
- The contribution of two staff leave days must be completed during the first 30 days of employment for eligibility the following year. Thereafter, eligible staff may elect to join in October of each year for eligibility the year after.
- Staff leave days donated to the Bank are non-refundable.
- Staff may contribute more than two days to the Bank if they wish. Such contribution will not change the benefits of this policy.
- A staff member who contributes to the Limited Sick Leave Bank and subsequently leaves the employment of TCA does not continue eligibility in the Limited Sick Leave Bank, unless the staff member is re-employed with TCA within 12 calendar months of leaving employment.
- In the event the Limited Sick Leave Bank uses all the contributed staff leave days, TCA shall require an additional contribution of staff leave days from staff members. To remain eligible

to use the Limited Sick Leave Bank a staff member must again contribute to the Limited Sick Leave Bank. TCA will conduct a re-enrollment if it appears there are insufficient days in the Sick Leave Bank.

General

In October of each year, a Director for Human Resources shall prepare an annual accounting of the requests and awards granted, and the balance of the Limited Sick Leave Bank to the Assistant President for Human Resources.

Policy Revision History

Date	Revision Details	Revised By
4/30/2024	Documented Prior in TCA Staff Handbook	Director of HR