



## Superintendent's Circular

NUMBER:  
HRS-PP15  
Version 01

### **SICK LEAVE DONATION PROGRAM**

*This circular will remain in effect unless rescinded or superseded by a subsequent version.*

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 Superintendent's Circular 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 can withdraw sick leave hours from the leave bank and maintain active pay status.

Membership and eligibility requirements by unit are detailed in the attachment.

#### **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 their 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.

## **APPLICATION PROCESS FOR SICK BANK MEMBERS**

1. Complete a [Sick Leave Bank Donation Withdrawal Request form](#), including submission of medical documentation and a letter stating the reason for the request in accordance with the application deadline listed on the form.
2. The Leave Bank Committee will meet and review all pertinent information. Committee will render a decision and Human Capital will inform the employee and supervisor of the decision.
3. If approved, the Office of Human Capital representative will add donated hours to the recipient's leave accrual balance in PeopleSoft.
4. Withdrawals from the leave bank cease when the recipient has either returned to work or withdrawn the maximum number of hours allotted from their union or conditions of employment.

*There is no appeal procedure. The decision of the Sick Leave*

*Bank Committee is final.*

## **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.

**For more information about this circular, contact:**

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<b>Department:</b>	Human Resources
<b>Mailing Address:</b>	2300 Washington Street, Roxbury, MA 02119
<b>Phone:</b>	617-635-9649
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Mary Skipper, Superintendent

## **ATTACHMENT A:**

### **SICK LEAVE DONATION PROGRAM: MEMBERSHIP REQUIREMENTS AND ELIGIBILITY BY UNIT**

#### **BASAS**

##### **Membership Requirements:**

- To establish this program, there must be at least 50 eligible BASAS employees who participate in it.
- A BASAS employee must be permanent or entering their third 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.

##### **Eligibility for Recipient:**

- 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 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 Superintendent's Circular HRS-PP13, 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 workers' compensation benefits, the combination of workers' 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 30 days of sick leave to a recipient per school year. In exceptional circumstances, the committee may also grant additional 30-day increments, up to a maximum of 90 days (including the original 30 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.

## **BOSTON TEACHERS UNION (BTU)**

### **Membership Requirements:**

- 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.
- Teacher unit members must be permanent or entering their fourth consecutive year of service. Paraprofessional members must have at least three consecutive years of service.
- Must donate one 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).

### **Eligibility for Recipient:**

- 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 HRS-PP13, Employee Sick Leave Policy, of a serious illness, which prevents the employee's immediate return to work.
- 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 30 days of sick leave to a recipient. In exceptional circumstances, the Committee may also grant additional 30-day increments, up to a maximum of 90 days (including the original 30 days).
- Requests/withdrawals cannot be made retroactively.
- Days requested and granted but not used will revert 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:
  - 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.

## **CUSTODIAN**

### **Membership Requirements:**

- To establish this program, there must be at least 100 Custodian Bank members.
- Must be a custodian to participate.
- Must have completed three or more years of continuous service with the union to be eligible.
- Must donate two sick days for the first year, and thereafter one sick day annually during enrollment period.
- Donation days will be deducted from an employee's sick leave balance.

### **Eligibility for Recipient:**

- 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 employees' 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 worker's 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 30 days of sick leave time at one time and may request an additional 30 days, for a maximum of 60 days.
- Time granted and not used shall revert to the sick leave bank.

## **ADMINISTRATIVE GUILD**

### **Membership Requirements:**

- To establish this program, there must be at least 100 Guild bank members.
- Must be Administrative Guild members to participate.
- Must have completed three or more years of continuous service to be eligible to participate.
- Must donate one sick day to enroll in the program.
- Donation day will be deducted from an employee's sick leave balance.

### **Eligibility for Recipient:**

- 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 30 days of sick leave time at one time and may request an additional 30 days, for a maximum of 60 days.
- Time granted and not used shall revert to the sick leave bank.

## **MANAGEMENT**

### **Membership Requirements:**

- To establish this program, there must be at least 100 eligible Managerial employees who participate in it.
- A Managerial employee must be permanent or entering their fourth 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.

### **Eligibility for Recipient:**

- 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 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 Superintendent's Circular HRS-PP13, 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 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 30 days of sick leave to a recipient. In exceptional circumstances, the committee may also grant additional 30-day increments, up to a maximum of ninety 90 days (including the original 30 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.

## **SCHOOL POLICE PATROLMEN ASSOCIATION**

### **Membership Requirements:**

- To establish this program, there must be at least 25 Association bank members.
- Must be association members to participate.
- Must have completed three or more years of continuous service to be eligible to participate.
- Must donate one sick day to enroll in the program.
- Donation day will be deducted from an employee's sick leave balance.

### **Eligibility for Recipient:**

- 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 30 days of sick leave time at one time and may request an additional 30 days, for

a maximum of 60 days.

- Time granted and not used shall revert to the sick leave bank.