
AURORA PUBLIC SCHOOLS
Adopted August 1984
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APS Code: GDCAA*

SUPPORT STAFF HEALTH LEAVE BANK

A health leave bank is hereby established for all full-time and regular part-time classified employees.

An employee shall not be eligible to participate in the health leave bank until completion of the one year probationary period.

The bank shall be funded initially by a mandatory contribution from each employee of one day of that employee's individual health leave time. For current employees, the contribution will be made at the time the bank is established. If a current employee has no accrued health leave on September 1, 1984, he will not be eligible to use the bank until a day of health leave has been accrued and contributed to the bank. For new employees, the contribution will be made at the beginning of the seventh month of employment or as soon thereafter as a day of health leave has been accrued and contributed to the bank. Health leave days that have been contributed to the bank will carry over from year to year. An additional contribution may be required at any time of any year in which the hours in the bank drop below 1,000 hours. At that time, an additional contribution of one day per employee will be made to replenish the bank. A day is defined as the duty day for the employee and may vary from four hours to eight hours.

The Superintendent shall establish a regulation to administer the health leave bank.

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A committee consisting of the director, classified/licensed employees, and five members selected by the Classified Employee Council shall administer the health leave bank.

The following regulations shall govern the granting of health leave days from the bank:

1. Any employee who is entitled to sick leave must donate one day of sick leave to the bank and thereby become a member.
2. An employee shall not be eligible to participate in the health leave bank until completion of the one year probationary period.
3. For new employees, the mandatory contribution will be made at the beginning of the twelfth month of employment, or as soon thereafter, as a day of health leave has been accrued.
4. No health leave bank shall be granted until the employee has used all paid leave time, exclusive of vacation days.
5. Leave may be requested from the bank for only serious illness or injury to the employee.
6. A maximum of 50 days per year (each consecutive 365 days) can be drawn by one employee from the bank (in addition to the employee's accumulated days) for the same injury or illness.
7. When considering an employee's application for health leave bank, the committee shall consider an employee's total possible health leave accrual and the past use of the member's health leave.
8. Since bank days are to be used only for serious illness or injury, medical evidence of the illness or injury must be submitted to the health leave bank committee. This evidence must include a statement from an attending physician, stating the individual is not able to perform the normal duties, the duration and seriousness of the illness, and when the employee may be expected to return to work.
9. To be considered for the health leave bank, the absence must be greater than five consecutive days.
10. Intermittent leave for a serious illness or injury can also be drawn from the sick leave bank if intermittent treatment is prescribed by a physician.
11. Staff members receiving or eligible to receive workers' compensation or long-term disability benefits, will not be eligible to make an application to the health leave bank.
12. A member terminating employment may not withdraw contributed day(s).
13. The following matters are excluded:

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- a. Commission of a felony.
 - b. Accident or sickness arising out of and in the course of any occupation for wage or profit.
 - c. Elective cosmetic surgery.
14. Health leave days contributed to the bank will carry over from year to year. An additional contribution may be required at any time of any year in which the hours in the bank drop below 1,000 hours. At that time, an additional contribution of one day per employee will be required to be donated.
 15. The chief personnel officer (or his/her designee) will notify the applicant, in written form, of the action taken on the request to utilize the health leave bank.
 16. Decisions with respect to eligibility for health bank days should be final and binding and not grievable.

Repayment: In order to sustain the health leave bank for support staff, a payback system will be initiated.

1. Payback will be spread over a two-year maximum period.
2. Each month, one-half of the accrued leave, exclusive of vacation leave, will be returned to the leave bank until one-half of granted health leave is repaid.
3. An individual who moves from health leave to disability retirement or retirement, will not be required to pay back days borrowed.
4. An individual who resigns or whose employment is terminated prior to paying back one-half of days borrowed will not be required to pay back days borrowed.