

IRVING ISD CATASTROPHIC LEAVE BANK

Program Guidelines and Procedures

The Catastrophic Leave Bank (“CLB”) is a benefit to assist employees in dealing with prolonged, severe, or life-threatening conditions that force them to exhaust paid leave and would otherwise result in a loss of income. The CLB is a collective deposit of local leave days received from enrolling employees and subsequent contributions from members. All days deposited in the bank become the property of the CLB and are no longer available for use by the individual member employee as accrued leave.

Membership

In order to establish the CLB, a minimum of 1,000 qualifying employees must elect to become members of the CLB during the first enrollment period. Further, a minimum of 1,000 members are required to sustain the CLB. The bank will be dissolved if membership falls below this number. Any unused days deposited in the bank at the time of dissolution shall be forfeited to the district.

Eligibility and Enrollment

All full-time employees of the district are eligible for membership. For purposes of the CLB, full-time employees are those who work on at least a one-half time (50%) basis and are not in seasonal, substitute, or temporary position(s). Days donated by employees less than 100% fulltime will be prorated according to their regular work schedules.

Any employee who is eligible to join the CLB may do so by contributing three (3) days of accrued or anticipated local sick leave.

The enrollment period for all employees shall run concurrent with the annual benefits enrollment period. Employees desiring to join the CLB shall make a selection to do so on-line while enrolling in other benefits. The Benefits Office will verify eligibility and notify anyone determined to be ineligible for enrollment.

All new personnel employed after the enrollment period must be able to earn at least three (3) days of local sick leave during the current school year to be eligible for membership and must join within thirty-one (31) days of beginning employment.

Administration

The CLB is administered by the district’s Director of Compensation, Benefits, and HR Systems (“Administrator”). All requests for days, appeals, and questions regarding the program, should be addressed to the Administrator.

The Administrator shall compile information for and produce an annual statistical report showing contributions, usage, and reserve balance. The report shall be presented to the Superintendent of Schools and made available to CLB members and the Board of Trustees upon request.

CLB Advisory Committee

Decisions regarding the granting or denying, in whole or in part, requests for days shall be made by the CLB Advisory Committee (“Advisory Committee”). The Advisory Committee consists of:

1. Executive Director of Employee Services,
2. Director of Compensation, Benefits and HR Systems,
3. Benefits and Leaves Assistant.

Catastrophic Illness

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Complications resulting from pregnancy shall be treated the same as any other condition.

Request for CLB Days

An employee must submit a written request for CLB days to the Human Resources Generalist via Hand-delivery, US Mail, Fax or Email. A request must be made contemporaneously with Employee’s return to work or separation of employment; but only after being absent from work a minimum of seven business days. The Administrator will schedule a meeting of the Advisory Committee to review the request including all medical documentation provided.

Requests for CLB days will only be granted for employees personally experiencing a catastrophic illness or injury and who have exhausted all paid leave.

In reviewing requests, the Advisory Committee will draw a distinction between a qualifying combination of conditions and contemporaneous or successive conditions, no matter how close in time, that individually do not qualify. Further, the Advisory Committee will consider whether the condition could have been accommodated in the workplace. Pre-existing conditions do not qualify for coverage. Finally, only days for which the employee’s pay was actually docked are eligible for reimbursement.

Employees may be granted up to 30 days from the CLB for any one condition; but no more than 30 days per twelve-month period or 60 days total. When appropriate, CLB days will run concurrent with FMLA leave days.

The Administrator will notify the employee in writing regarding the Advisory Committee’s decision to approve or deny the request. If approved, reimbursement in accordance with the Advisory Committee’s decision shall be made only in the member’s next available regular payroll check.

Any incomplete forms will be returned to the requestor as though never submitted to the Administrator.

Employees that receive days from the CLB, to maintain enrollment for the following year, will be required to contribute three (3) days during the next enrollment period following their return to work.

Appeals

All appeals shall be made to the CLB Appeals Committee (“Appeals Committee”). The Appeals Committee consists of:

1. Director of Health Services,
2. Director of Guidance and Counseling,
3. Investigations Officer,
4. One Secondary Educator elected by the Superintendent’s Solutions Council,
5. One Elementary Educator elected by the Superintendent’s Solutions Council, and,
6. One or more Central Office Administrator(s) as designated by the Superintendent of Schools.

To be eligible for election by the Superintendent’s Solutions Council (Nos. 4 & 5 above), educators must be members of the Superintendent’s Solutions Council and members in good standing of the CLB at the time of election and throughout their service on the Appeals Committee.

The District General Counsel shall participate in all Appeals Committee deliberations and decisions in an advisory capacity. All Committee members shall serve for a school year or until a successor is elected/designated as applicable.

Medical Information

Any medical information provided shall remain confidential. A member’s name will be removed from applications before review by the Appeals Committee. All requests for leave reviewed by the Appeals Committee will be anonymous.

Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted with a request for CLB days.

The District reserves the right to request a second opinion to certify the need for leave by a health care provider designated by the District. The District will assume the cost if a second opinion is required.

Termination of Membership

If a member decides to cancel his or her membership in the CLB, all days contributed will be forfeited. If, at a later date, the individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating the required number of days.

Membership in the CLB ceases on the effective date of an employee’s resignation or termination. An individual who is rehired is eligible to rejoin the bank by donating the required number of days.