

November 2, 2015
Admin Bulletin #4



MEMO TO: All Teamster Unit Employees
FROM: Paul Oropallo, Assistant Superintendent of Human Resources *PO*
SUBJECT: Catastrophic Sick Leave Bank

The purpose of this memorandum is to advise all teamster employees of the leave program which gives an employee the opportunity to donate sick leave or vacation to a catastrophic leave bank. The bank is intended to provide additional sick leave to permanent employees who suffer a catastrophic illness by supplementing extended sick leave so an employee can continue to receive full pay. The leave provisions require that the District provide employees an opportunity annually to donate leave to the catastrophic leave bank (Article 10.17 of the collective bargaining agreement).

The window period for making a donation is **November 2 through November 30, 2015**, and becomes effective beginning in the calendar year 2016. **Please note, because the bank is below the 2000 hours cap, all teamster employees will need to contribute during this contribution period in order to be eligible to utilize the sick leave bank for the 2015-2016 school year.**

The completed form should be returned to Peggy Summey in Human Resources. Employees who wish to donate either sick leave or vacation to the bank need to meet the following criteria and complete the form printed below.

Eligibility to Donate:

1. Served at least one year in a regular position with the district at the time a donation is made to the bank.
2. If donating sick leave, have at least five days of accrued sick leave following donation.
3. Complete the irrevocable donation form during the donation period (11/2/15 to 11/30/15) and submit it to the Human Resources Office by the end of the day on November 30, 2015.

If you have any questions regarding how an employee might apply for a catastrophic leave or any questions regarding this leave provision, please contact Peggy Summey at 971-7251 or your Teamster representative.

2015-16 **TRANSPORTATION SICK LEAVE BANK - IRREVOCABLE DEPOSIT**

This deposit to the Transportation Catastrophic Sick Leave Bank for permanent teamster employees is made pursuant to the provisions of 10.17 of the collective bargaining contract.

I hereby irrevocably deposit to the Transportation Catastrophic Sick Leave Bank (**donation must be at least one day of the employee's regularly scheduled hours**) the following:

_____ Hours of Sick Leave _____ Hours of Vacation Leave

I understand that the aforementioned number of hours of sick leave/vacation will be deducted from my accrued sick leave/vacation. I further understand that the aforementioned number of hours of paid sick leave deducted will not be available to PERS for retirement purposes.

Print Name: _____ Work Site: _____ Employee # or SS# _____

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE
For Human Resources/Payroll Use Only

___ Approved ___ Disapproved

Signature: _____
Sick Leave Bank Representative

Hire Date: _____
Work Year Profile: _____
Vacation Balance: _____
Sick Leave Balance: _____

**RETURN COMPLETED FORM TO HUMAN RESOURCES - ATTN: PEGGY SUMMEY
NO LATER THAN NOVEMBER 30, 2015**