

Sick Leave Bank Frequently Asked Questions

Q: What Is the Sick Leave Bank?

A: The Sick Leave Bank is DSISD's program that allows for paid leave days to be "donated" to other employees, and where member employees can seek additional days of paid leave for their own extreme health or injury circumstances. (The district does not allow for donations of paid days on an informal basis.)

Q: How does the Sick Leave Bank work?

A: As a member, if you experience a catastrophic mental or physical illness or injury that is medically certifiable, and that causes you to exhaust all paid leave, you can make a request for additional paid days from the Sick Leave Bank.

Requests for bank days are considered by a Sick Leave Bank Committee of your peers, with representatives from all campuses. Applications for bank days are confidential, and employee names are removed before the committee considers them. The committee may grant up to 30 paid days per school year to eligible sick leave bank members. Sick leave bank days are not available for time off to care for a family member.

Q: How many days do I have to donate to become a member?

A: To join the bank, you must contribute one day of local leave or state personal leave. You must contribute a day of leave each year to continue your membership.

Q: Who is eligible to join?

A: Membership is open to full- and part-time regular employees (those required to work at least 20 hours per week, and at least four and one-half months each year.)

Q: How do I join?

A:

1. Log in to [TalentEd Records](#).
2. Go to Available Forms on the left side of the page.
3. Choose EE-Sick Leave Bank Information and Enrollment.
4. Complete the form.
5. Click "Save Final" to send the form to HR.

Q: How do I learn more?

A: For more detailed information, see the [Sick Leave Bank Procedures](#). [Board Policy DEC \(LOCAL\)](#) is the governing Board Policy.

Q: I'm a new employee. If I already completed a-form in TalentEd, do I need to do it again?

A: No - if you completed the **EE-Sick Leave Bank Information & Enrollment** form as part of your New Employee Checklist, you don't need to submit another form. If you submitted a form but want to change your mind about participating, you can complete a new form during the Sick Leave Bank annual enrollment in September, and the new form will override your initial election.

Q: I'm a new employee, and I don't see my leave in Employee Access yet. Does that mean that I can't enroll?

A: No. The Sick Leave Bank Enrollment Form just lets us know that you intend to contribute one of your days and join the bank. If you are interested, please enroll.