

RCM Voluntary Sick Leave Donation Policy

Redwood Coast Montessori (RCM) has established a catastrophic leave bank to assist employees who have exhausted all available paid leaves of absence, vacation and compensatory time off, and who are absent from work due either to a lengthy incapacitating illness or injury or because of an incapacitating illness or injury of an immediate family member requiring the employee to take time off work to serve as the primary caregiver.

An employee who meets these conditions may submit a sick leave bank request form to administration and request benefits under this provision. RCM has the right to require medical verification of the necessity for the employee's medical absence or of the necessity for care giving for the employee's family member. RCM is not responsible for paying for any medical examination(s) required to meet this request. If the District is satisfied that the qualifying conditions have been met, the employee will be given access to paid leave hours accumulated in the catastrophic leave bank. Liaison over the catastrophic leave program shall be maintained by a committee composed of two (2) persons: The Manila Site Supervisor and the School Director. The committee shall approve all disbursements of leave from the bank, shall decide priorities for disbursement and shall develop additional regulations (subject to approval) as needed to implement the program. If an employee is denied access to paid leave hours from the bank, and is dissatisfied with that decision, he/she may directly appeal that decision to the RCM School Board.

No more than eighty (80) hours of paid leave from the catastrophic leave bank may be granted in response to a single request, and no more than one hundred sixty (160) hours of paid leave cumulatively in a fiscal year. If the employee returns to work prior to the total use of leave hours granted, the hours not utilized by the employee shall be returned to the bank. If the bank should be insufficient in number of accumulated hours to fill all approved requests for paid leave, available hours shall be distributed with priority going to those who have themselves donated to the bank within the current fiscal year.

Employees may donate to the bank up to thirty (30) hours of sick leave in any fiscal year. All donated hours will be deducted from the employee's account.

An employee who wishes to donate sick leave must fill out the appropriate form and take it to the school office for processing. A copy of the processed form will be returned to the employee confirming the donation. No confidential personnel information will be disclosed to participants.

Contributions to the catastrophic leave bank become the property of the bank, even if not utilized, and can only be withdrawn under the terms and conditions of this provision. The bank shall be considered self-contained and limited by the employee contributions received and accrued over time. There shall be no obligation to provide, nor shall any leave be awarded, when all hours have been exhausted. All unused hours in the leave bank will be cleared from the bank at the end of the fiscal year.