

**SICK LEAVE POOL:**

The purpose of the sick leave pool is to furnish a continuing income for full time certified staff members (administrators and teachers) who are faced with a major illness or accident and have used up all their sick leave days. Maternity leave is not considered major illness or accident. This pool is not to be used for brief absences after sick leave is used up or for family illness, death or business.

Formation and Administration

1. Each certified member in the district will contribute one day of his/her annual sick leave during the first year of the sick leave pool's operation. Each member will contribute only one day during the subsequent year, until the Sick Leave Pool Committee has determined that a sufficient number of days have been accumulated in the pool for a year's operation. Every member who becomes a full time employee any time during the year shall contribute the same number of days as designated for the rest of the staff members.
  - a. Members who have never contributed are to contribute one sick day each year for three years.
  - b. If the committee determines the pool is small enough then each member must contribute one day per year until the pool is sufficiently replenished. Failure to contribute will leave the member ineligible to draw from the pool.
  - c. A sick day will be deducted in September of the first three contracted years.
2. A certified staff member may be eligible to draw from the pool after using all of his/her accumulated leave, (ie: sick, personal, annual, vacation) and after being off work five days without pay. Staff members wishing to draw days from the pool shall submit an application to the CTA Sick Leave Pool Committee requesting to draw days from the pool. In addition, to the application, the staff member may be required to submit a letter from a physician stating the nature of illness/disability. The Sick Leave Pool Committee shall maintain the right to require an examination by a physician of its choice.
3. The requirements stated in number two (2) would be required for each application regardless whether or not the member has previously drawn from the sick leave pool during the year. In the event the need to draw from the pool spans contract years, the employee must re-submit at the beginning of the year for approval and item two (2) must be met again for the new year.
4. Sick leave may be requested for complications or illness of the mother or child during pregnancy or after the birth of the child.

5. Certified staff members(administrators and teachers) who have met all requirements and have completed designated employment periods(see below) in the Tarkio R-I School District may draw from the pool as follows:
  - a. Beginning first year members may draw up to seven days.
  - b. Members who are beginning their second year may draw up to 15 days.
  - c. Members who are beginning their third year may draw up to 30 days.
  - d. Members who are beginning their fourth year may draw up to 45 days.
  - e. Members who are beginning their fifth year and longer may draw up to 75 days or a maximum of 50% of the pool, whichever is less.(Maximum benefit may be received each year with the possibility of extending such benefits.)
6. Termination of a member's service in the district automatically terminates their eligibility for the sick leave pool.
7. The Sick Leave Pool Committee shall consist of four members (3 appointed by the CTA Executive Board) and the superintendent or his/her designated representative. The Sick Leave Pool Policy shall be reviewed by this committee at the end of each school year and the BOE will approve revisions.
8. The committee for approval shall screen all application for withdrawing days from the sick leave pool, and has full authority to administer the sick leave pool policy.
9. The Sick Leave Pool shall become effective at the start of the next academic year 1977-78. Revised 1989-90, 2006-07, 2009-10, 2010-11).
10. The member who used the days shall not be reimbursed for that number of accumulated days upon leaving the system.
  - a. Members shall start reimbursing days borrowed from the sick leave pool the following year at a minimum of 1 day per year until days are repaid.
  - b. Members may repay at a faster rate, if they choose.
  - c. Upon leaving the district, any borrowed days not yet repaid will be deducted from their accumulated sick/personal days.