

A. Purpose

It is the desire of IPS Enterprises, Inc. to provide the opportunity for its employees to donate personal sick leave days to other employees who are experiencing serious, prolonged illnesses or injuries that cause them to be unable to perform their assigned duties for an extended period of time and who have exhausted their available sick leave benefits.

Full-time and full-time equivalent employees who participate in the IPS Enterprises, Inc. sick leave program may either donate or receive sick leave days. For purposes of this policy only and without regard to either the number of hours normally worked by the employee or the classification of the employee, a “day” shall mean that daily period of time normally worked by the employee.

Donated days are not accumulated in reserve or carried forward from year to year. A donation cannot be withdrawn after it has been received.

B. Definitions

1. “Catastrophic illness or injury” means a severe condition or combination of conditions affecting the mental or physical health of an employee or the employee’s immediate family member that requires the services of a licensed healthcare practitioner for a prolonged period of time, and that requires the employee to exhaust accrued leave.
2. “Regular employee” means an employee who is required to work more than four and one-half months each school year.
3. “Immediate family” means those persons living in the same household with the employee who are either related to the employee by blood, adoption, or marriage or are certified by the Texas Department of Human Services as foster children of the employee or, if not living in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.
4. “Licensed healthcare practitioner” means a practitioner as defined in Texas Insurance Code § 1451.001, who is practicing within the scope of their license.
5. “Bank administrator” means the person designated to administer the sick leave bank.
6. “Sick leave bank” or “bank” means the accumulated sick leave donated by employees for utilization in accordance with this policy.

C. Sick Leave Bank Administrator

1. The Managing Director of Human Resources will administer the sick leave bank and is responsible for receiving and granting requests for sick leave bank days.
2. The decisions of the bank administrator regarding contributions to and withdrawals from the bank shall be final.

D. Contributions of Sick Leave to the Bank

1. All full-time and full-time equivalent employees who have been employed by IPS Enterprises, Inc. for one or more full years are eligible to participate in the sick leave bank.
2. An employee who desires to contribute to the bank may do so by submitting a request via the online donor form, accessible at the Sick Leave Bank option located within the Human Resources site on The Hub.
3. Contributions to the bank must be in units of eight hours, and an employee may contribute no more than five days (40 hours) during each school year.
4. Once the online donor form is submitted via The Hub, Human Resources shall review the donation for approval and shall submit the request form to Frontline for approval, and Frontline shall credit the sick leave bank with the sick leave contributed by an employee and deduct a corresponding amount from that employee's accrued sick leave.
5. Sick leave contributed to the bank may not be designated for the use of a particular person.

E. Withdrawal of Sick Leave from the Bank

1. An employee who wishes to withdraw sick leave from the bank must submit a request via the online donor form, accessible at the Sick Leave Bank option located within the Human Resources site on The Hub. If the employee is incapacitated or otherwise unable to initiate the application process, a person identified on the employee's emergency information card may submit the application. A statement from the licensed practitioner treating the illness or injury that resulted in the exhaustion of the accrued sick leave of the employee making the application must accompany the form.
2. An employee is eligible to withdraw sick leave from the bank if the bank administrator finds that the employee has exhausted all accrued sick leave because of a catastrophic illness or injury, or because of a previous donation of sick leave to the bank.

3. In determining the amount of sick leave to be assigned to an eligible employee from the bank, the bank administrator shall take into consideration the information contained in the employee's application, the number of application then pending, and the amount of sick leave available in the bank. Sick leave allocated to an eligible employee from the bank shall be determined based on tenure, standing, and the severity of the illness or injury in question.
4. Employees may not hold a surplus of donated days. Once eligible to receive donations, an employee may apply for donations for subsequent illnesses or injuries occurring during the school year. Employees who possess a personally funded disability insurance plan shall become eligible to receive donations from the sick leave bank upon the exhaustion of their personally funded disability insurance plan.
5. The employee may use sick leave assigned from the bank in the same manner as sick leave accrued pursuant to other IPS Enterprises, Inc. policy and shall be treated in the same manner and shall be entitled to accrue the same benefits as an employee who uses such accrued sick leave. Donations made to employees paid under the Texas Workmen's Compensation Act will be administered according to the IPS Enterprises, Inc. workers' compensation policy. In no case shall recipients of sick leave donations be paid by IPS Enterprises, Inc. more than the amount they would have received if they were not ill or injured. Employees will not receive donated sick leave days for any period of time that the employee normally would not have worked.
6. Awards from the sick leave bank are prospective. Retroactive granting of donated leave days is prohibited.
7. The following persons are ineligible to participate in the program, either as donors or as recipients: persons whose employment with IPS Enterprises, Inc. is terminated; employees who are on approved leaves of absence for other than personal illness or injury; employees who are suspended without pay from assigned duties; and students employed on either a part-time or a temporary basis.

F. Confidentiality

All contributions shall be voluntary and confidential.

G. Continuation of Policy

This Policy is available only for current employees and may be discontinued by the Board at any time with or without notice. It is the intent of the Board that any and all benefits under this Policy shall not carry over beyond the school year in which they are granted.

The Superintendent or designee may develop administrative regulations concerning this Policy.

CERTIFICATION

The Undersigned, being the Secretary of IPS, hereby certifies that the foregoing represents a true copy of the Sick Leave Policy, as originally adopted by the Board on July 23, 2021, which Policy is in full force and effect and has not been revoked or amended.

Ryan Vaughan, Board Secretary

Date