

Leave Bank (formerly called Leave Pool)

Full-time employees may choose to enroll in or decline the leave bank when they are hired and during the open enrollment period (April/May) before the beginning of each fiscal year (July 1). Full-time employees enroll in the leave bank by donating one local leave day per fiscal year. Leave bank participants may receive up to 25 days annually to a maximum of 75 days lifetime. Leave bank days may be granted for personal or family illness, family emergency (as defined in policy), or adoption, beyond the employee's total accumulated accrued leave. A "Request for Leave Bank Days" form must be submitted to the Benefits and Risk Management department in advance of the needed days being posted to the paycheck. Written proof of adoption, certification of the medical necessity, as is also required for temporary disability or family medical leave, or proof of other family emergency, must accompany the request for leave bank days.

Frequently Asked Questions

Leave Bank days may be granted for the following reasons. The absence must be at least 3 consecutive work days (subsequent intermittent days as allowed by policy) for the same situation or condition.

- employee's illness – medical certification/doctor's note is required
- employee's maternity leave – medical certification/doctor's note is required (duration limited by administrative guideline)
- employee's adoption leave – certification of placement of child for adoption is required (duration limited in policy DEC(LOCAL))
- family member's illness (family member is defined in policy DEC(LOCAL)) – medical certification/doctor's note is required showing need for employee to care for family member
- family emergency (as defined in policy in DEC(LOCAL)) – written proof of family emergency is required

Leave Bank days may not be granted for the following reasons:

- bereavement/funerals/personal business (see separate provision defined in policy DEC(LOCAL))
- absences less than 3 consecutive work days for the same situation or condition
- days already docked on your paycheck
- requests for which required certification is not provided
- workers' compensation absences
- any remaining maternity leave taken beyond duration limit in administrative guideline
- any remaining adoption leave taken beyond duration limit in policy

Q. How do I request days from the Leave Bank?

- A. 1. Complete the “Request for Leave Bank Days” form, available on our web site: www.pisd.edu/benefits
2. Include the necessary documentation for time off work (doctor’s note, etc.).
3. Return the form and documentation to the Benefits and Risk Management Department *prior to being docked for the days absent*.
- Please note:** Requests should be submitted in advance of or during the absence. Requests for days which have already been docked cannot be granted.

Q. Will I automatically receive days from the Leave Bank when I need them because I have enrolled?

- A. No, you must request the days as stated above. The benefits office will not know that you need or want Leave Bank days unless you request them.

Administrative Guidelines – effective 7/1/2009

1. An employee must be absent, or expect to be absent three or more consecutive work days, in order to apply for leave bank days. Appropriate certification showing the qualifying reason for the employee’s absence must accompany the request.
2. It is the employee’s responsibility to request leave bank days for qualifying absences and to submit all required documentation in a timely manner. If the employee has not requested leave bank days from the benefits and risk management department before the paycheck is docked for those absences, leave bank days will not be granted.
3. Family emergency is defined in Plano ISD Board Policy DEC(LOCAL). It states: The term “family emergency” shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.
4. All accrued leave, including vacation leave, must be exhausted or expect to be exhausted through medical certification in order to receive leave bank days.
5. Family as defined in Plano ISD Board Policy DEC(LOCAL), shall include:
 - Spouse
 - Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
 - Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
 - Sibling, stepsibling, sibling-in-law.
 - Grandparent and grandchild.
 - Any person who may be residing in the employee’s household at the time of illness or death.

6. Intermittent leave is only approved after prior leave has been granted. Both the prior leave and intermittent leave must meet all medical certification criteria in order to be eligible to access the bank. (An example might be an employee who has a broken bone resulting in a request to use 10 leave bank days for recovery. The employee returns to work, but must be absent for physical therapy one or two days a week. This employee would qualify for intermittent leave, because it is connected to the original leave request and can be certified by his or her physician.)
7. Bereavement or workers' compensation leave is not provided through the leave bank.
8. Upon notice from medical certification that an employee is eligible for or receiving hospice care, the lifetime maximum of 75 days may be granted.
9. Any accrued local leave left by employees resigning or retiring is donated to the leave bank.
10. Employees earn local leave at ½ work day per month, according to their contract per DEC(Local). Employees who end employment before the end of their work year, and who have used more local leave than they earned, are docked to re-coupe these days. Leave bank may not be used to cover this docked pay.
11. Should the bank balance fall below 1/6 of the annual contribution by April 1, the district may need to reduce the number of bank days available to leave bank members.
12. All full time employees are required to submit a leave bank selection form either accepting or declining participation. Leave bank enrollment forms are required by the end of the annual open enrollment period (date to be determined each fiscal year and published in enrollment materials). If an employee has never made a leave bank selection, and does not submit a selection form by the date specified in the enrollment materials, he or she will not be allowed to participate in the leave bank for the upcoming fiscal year. He or she will be required to submit a leave bank selection form at the next open enrollment period for the following fiscal year.
13. New employees are required to submit a leave bank selection form when they make their other health benefit plan selections. New employees will be allowed to submit a leave bank selection form through the end of the month in which their health plan benefits become effective. If a leave bank selection form is not received by the last day of that month, the employee will not be allowed to participate in the leave bank until the next fiscal year. During the next open enrollment period, the employee must submit a leave bank selection form, either accepting or declining participation.
14. Leave bank days during maternity leave may only be granted during medically necessary bed rest or during the first 6 calendar weeks after delivery. Requests for leave bank days beyond the 6-week period may be considered with additional documentation from the physician regarding medical necessity.