



1319 West Eighth Street • P. O. Box 2035 • Tyler, Texas 75710 • 903.262-1000 • **Dr David Simmons, Superintendent**

Sick Leave Bank

All ten, eleven and twelve-month permanent employees who work a minimum of 15 hours per week may join the sick bank by donating three local sick leave days and completing a membership application. All personnel are required to be employed 30 calendar days prior to being eligible for membership. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be July 1 through September 30. All new personnel employed after the July 1 – Sept 30 enrollment period must be able to earn at least three days of local sick leave during the current school year to be eligible for membership. Such employees are required to join within 30 days after becoming eligible. The three days donated become the property of the TISD Sick Bank. After exhausting all accumulated state personal, and state and local sick leave days for an unexpected extended illness, surgery, or injury, an eligible member may apply for up to thirty days from the bank. The Sick Leave Bank does not cover normal pregnancy or conditions known to exist or which were diagnosed on the employee on or before the date of joining the sick leave bank. Please contact the Human Resources Department for membership applications and the Sick Leave Bank Guidelines.

Sick Leave Pool

A Sick Pool may be established from voluntary donations to assist a specific fellow employee who has been employed in the district one year and is suffering from an unexpected extended illness, surgery, injury, or other accepted medical reason and has used all of his/her state personal/state/local sick leave. The sick pool does not cover normal pregnancy. When an employee wants to start a pool, he/she should simply write the Director of Human Resources a letter. After the need is verified, the district staff will be notified of the establishment of the pool. Once the pool is started, employees may contribute from one to three local sick leave days per person. A maximum of 30 days may be contributed to a sick leave pool.

Campus-Based Family Leave Pool

A campus-based family leave pool may be established from voluntary donations by the campus personnel to assist a fellow employee who has exhausted all leave while caring for a member of his or her immediate family. To be eligible for the pool, an employee must have been employed in the district at least one year and shall have exhausted his or her state/local sick leave, and state personal leave. A maximum of 30 days may be contributed to the campus-based family leave pool.

(See policy DEC-Local for complete details.)