

Monte Vista Emergency Leave Bank Association

Section 1: Purpose

The Monte Vista Emergency Leave Bank Association (MVELBA) maintains an emergency leave bank for all employees. The purpose of this Emergency Leave Bank, maintained and managed by the MVELBA, is to fulfill requests made by donating members when a member has a personal injury, medical emergency or catastrophic illness or someone in their immediate family has experienced the same and the donating member has exhausted all accumulated leave. Any employee may elect to donate two leave days, which enables them to become a member.

The maintenance of the Emergency Leave Bank has been established to assist donating members to bridge a gap from the time their own leave days run out and the time that their disability insurance would begin to cover their time off, if applicable. The Emergency Leave Bank is not intended to extend other forms of district-approved leave.

Section 2: Definitions

Donating Member – any full-time employee of Monte Vista School District C-8 who has donated two (2) leave days to the Emergency Leave Bank. Any part-time employee of Monte Vista School District C-8 who has donated two (2) leave days (each day is equivalent to the normal workday for part-time employees) to the Emergency Leave Bank.

Emergency Leave Bank – an accumulation of banked leave days maintained and monitored by the Monte Vista Emergency Leave Bank Association with written agreement from the Monte Vista School Board.

Immediate Family – a member of the participating members “immediate family” i.e. mother, father, brother, sister, spouse, children, son-in-law, daughter-in-law, father-in-law, mother-in-law, grandparents, or any person dependent upon said employee as a primary caregiver.

Disability Insurance – an insurance policy that has been purchased by the employee through any private insurance companies, e.g., American Fidelity Insurance, subject to provisions by any company’s requirements/guidelines. Members interested in pursuing PERA disability must contact and meet PERA requirements for short or long-term disability.

MVELBA Executive Board – elected members of the MVELBA who occupy the roles of Chairperson, Treasurer, Secretary, building representative from any campus not represented by elected officers, **and the district leave manager as an ex-officio member.** The MVELBA Treasurer will issue a semi-annual report to members identifying the number of days donated, number of granted requests, number of days issued, and current banked days **to the MVELBA Board.**

Election – Board participation will be considered each year during donation window. Representation from each school will include: Marsh, Bill Metz, Middle School, High School, Delta Center and one classified participant. The MVELBA Board will be responsible for election of officers from within their ranks. One-year terms are encouraged.

School Year – single contract academic school year where leave usage would be available.

Section 3: Donation of Days to the Emergency Leave Bank

Employees wishing to participate in the Emergency Leave Bank must contribute for the first time on or before September 15th. If the 15th falls on a weekend, contributions must be made by the Friday preceding the 15th.

Donations from employees for two (2) further emergency leave days will be solicited on an as needed basis in order to replenish the Emergency Leave Bank. In order to maintain membership, employees must donate further days upon request **of MELBA Board** or by September 15th of the following year to access banked days.

Section 4: Borrowing Days from the Emergency Leave Bank

A participating member may obtain not more than thirty (30) **work days or equivalent number of hours** per school year by applying to the Emergency Leave Bank. This leave will only be granted after the member has exhausted all of his/her personal leave and has experienced three days without pay related to this request.

A member who has borrowed leave from the Emergency Leave Bank must use the days for the approved purpose and may not accrue the borrowed days for subsequent school years.

Section 5: Procedure

- A member desiring to draw from the bank must submit a leave request form to the MVELBA executive board. This should be done in advance when possible.
- If illness or injury is unexpected, the member should submit his or her documentation as soon as it becomes apparent that the member's resources will be exhausted.
- The member will **submit an application and all necessary** documentation to the MVELBA Executive Board **who will make the final decisions regarding leave requests.**
- Written notification **of the decision** will be sent to the requesting party, Superintendent and District Leave Manager.

Approved: 05/06/10