

CATASTROPHIC LEAVE BANK

The Catastrophic Leave Bank (CLB) relates to the cumulative effort of Laramie County School District No. 2 to protect the health and welfare of employees of the school district by allowing them to join a Catastrophic Leave Bank with drawing power from the Bank equal to the number of days they have acquired in accordance with Administrative Guidelines GCC.

Throughout this policy time is referred to as days. For procedural purposes, days will be converted to hours as necessary.

The following guidelines apply:

1. Any employee of Laramie County School District No. is eligible to join the staff Catastrophic Leave Bank. Employees who wish to join the CLB must do so by September 15 of each new school year or within ten (10) days of employment. Those who wish to join apply only once. An employee who chooses to discontinue membership in the CLB may rejoin the following year by meeting the criteria for membership.
2. Membership in the CLB must precede the date of injury or illness the leave time will cover.
3. Initial membership in the CLB shall be obtained by donating one (1) day of leave to the CLB. Leave days contributed will be forfeited by the contributing employee, and will not revert to the employee should the employee choose to discontinue membership.
4. Catastrophic Leave Bank members, who request and receive Catastrophic Leave days, are required to buy back into the CLB at the beginning of the next school year.
5. The CLB will be used only for the extension of a member's paid leave necessitated as a result of personal catastrophe, serious illness, major surgery, or complications of pregnancy (maternity or paternity).
6. CLB members may be granted leave days at the discretion of the CLB committee only after they have exhausted their cumulative leave days.
7. The number of leave days granted shall not exceed the number of days absent from work due to illness or accident. In addition, the employee may use only the number of days from the CLB that equals the time between expiration of his/her own available leave days and the effective date for receipt of benefits under whatever disability insurance may be available to the applicant.
8. CLB members are only eligible to receive leave days equal to the number of days available to them when the catastrophe occurred; i.e. – employee had thirty (30) leave days accumulated when injured in an accident. After using the thirty (30) days, employee is eligible to apply for (receive) up to an additional thirty (30) days of leave through the CLB, which must be related to the injury.

Upon using the additional days, employee may re-apply to the CLB committee for an additional six loaned days, which, if approved, would have to be repaid at the start of the next school (the rate of six (6) days per) year.

9. In addition to catastrophic illnesses, any CLB member may request up to ten (10) days be donated to them by members of the CLB for maternity leave.

10. Any member in good standing with the CLB may choose to donate up to two (2) additional days to a specific request for maternity leave, from a CLB member.

11. An application, signed by a physician verifying the medical condition along with a notification to their immediate supervisor, will be presented to the CLB committee by the employee, before a request can be obtained.

12. Days granted by the CLB will be limited to the conclusion of the school year or the employee's contract period.

13. The maximum number of leave days in the CLB shall be equal to the number of days donated. Should available days in the CLB fall below forty-five (45) days, the CLB committee shall request additional donations of leave days at the rate of one (1) day per participating member. If the member declines to contribute, that person will lose membership in the CLB for the remainder of the year.

14. The CLB committee shall consist of an administrator, four (4) certified members of the CLB and four (4) classified members of the CLB. Two certified and two classified members shall be elected from each community by the members of the CLB. The elected members shall serve for a term of three (3) years. Unexpired terms shall be filled by election by members of the CLB for the remainder of that term.

15. Minutes of each meeting of the CLB will be kept on file by the administrator represented on the committee. All proceedings of CLB meetings will be considered confidential. Any violation of confidentiality will be considered cause for immediate removal from the CLB committee and reported to the superintendent.

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