ACTION ITEM

Date: **January 25, 2021**

To: **Kari Cremascoli, PhD, Superintendent**

From: **Heather Glowacki, Ed. D., Assistant Superintendent**

Subject: **Revised COVID Sick Bank for Employees in Non-Union Positions**

PROPOSED ACTION BY THE BOARD OF EDUCATION

Motion to approve the revision of the COVID sick bank for employees in non-union positions.

BACKGROUND

Earlier this school year, a COVID Sick bank was approved and established for employees in non-union positions. The original COVID Sick Bank provisions permitted an employee to request up to 40 sick days for the employees own COVID related illness as well as up to 30 sick days to care for immediate family with COVID.

The revision to the original COVID Sick Bank, approved at the October 26, 2020 Board of Education meeting, includes the ability to request up to 8 days for quarantine after pre-approved travel and up to 10 days for childcare needs related to COVID. These revisions are recommended due to the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020.

Recommended for approval
by the Board of Education

Kari Cremascoli, Ph.D.
Superintendent

REVISED Establishment of Sick Leave Bank and COVID Sick Bank for Employees in Non-Union Positions

The term "non-union employee" refers to an employee in a position that is not represented by the collective bargaining agreements of the Support Staff Union or Wilmette Education Association.

SICK LEAVE BANK

1. A committee will be formed made up of three (3) non-union employees; which will include at least one administrator. The committee will be the governing board of the Sick Leave Bank. The committee will convene at the request of a non-union employee to review requests based on stated Sick Leave Bank provisions.

2. Each non-union employee, upon being hired will donate a sick leave day to the bank. Each currently employed non-union employee will donate a day. No non-union employees will not have to donate a day if that will adversely impact their retirement. A non-union employee who has more than one hundred ninety (190) days may donate up to ten (10) days to the bank.

3. An eligible non-union employee who has exhausted all of his/her accumulated sick leave may request to use Sick Leave Bank days for personal illness which constitutes a catastrophic disability as defined in number 4 below and as determined by a majority of the committee. For non-union employees who exhaust sick leave due to a catastrophic illness or disability as defined in number 4 below, the non-union employee may request additional sick leave from the committee for illnesses as defined in the regular sick leave section through the remainder of the contractual year. Any such decisions shall not be precedent setting. All requests for Sick Leave Bank use must be accompanied by medical verification in the form requested by the committee. A first-year non-union employee is eligible to request up to forty-five (45) days from the Bank. All other non-union employees may request to use up to ninety (90) total days every five (5) years from the Sick Leave Bank during their employment in the District.

4. A personal illness, disability, or hospitalization shall be deemed "catastrophic" if it is a life-threatening or extraordinary medical condition. Generally, a catastrophic medical condition must be both long-term in nature and require extensive recuperation periods.

5. Except for new hires, no days will be collected until the Bank has less than fifty (50) days. The committee may determine when it is appropriate to collect days again.

6. If the Bank dissolves, days will be returned to non-union employees who have contributed on a pro-rata basis.

7. Days will also be available for catastrophic illness in the immediate family subject to Board of Education approval.

8. Non-union employees may not access the District Sick Leave Bank to acquire sick days to exchange for the Paid Family Leave Benefits.

COVID SICK LEAVE:

a. Non-union employees who have COVID related absences will be able to submit requests for up to 10 Emergency Paid Sick Leave (EPSL) days through the allowable provisions of FFCRA.
b. Any non-union employee earning more than $511 per day (FFCRA max) will receive the rest of their daily salary from the district for each day absent and using FFCRA.
c. Once the EPSL days have been used, the non-union employee will then use the district COVID Sick Bank for any COVID-related absences, until individual cap is met as delineated below in the COVID Sick Bank section.
d. Once the COVID Sick Bank has been depleted for the 2020-2021 school year, non-union employees will then use their own contractual sick days.

COVID SICK BANK:

a. The District and non-union employees will create a COVID Sick Bank for non-union employees.
b. Non-union employees can donate up to 5 sick days to the COVID Sick Bank, to be matched by the Board of Education.
c. Only non-union employees who donate to the COVID Sick Bank can draw from the COVID Sick Bank.
d. Should the pandemic continue into the 2021-2022 school year, the COVID Sick Bank will be replenished according to items b-d in this section.
e. Non-union employees drawing from the COVID Sick Bank will have an annual cap ~~of 40 days per non-union employee for own illness and 30 days per non-union employee for care of immediate family. After reaching the cap, non-union employees will use their contractual sick days~~ <u>of the following:</u>
    i. 40 days per employee for own COVID illness<u>, including the need to quarantine due to known close contact exposure or at the direction of a health professional</u>
    ii. 30 days per employee for care of immediate family <u>with COVID illness</u>
    iii. <u>8 days for pre-approved travel related quarantine</u>
    iv. <u>10 days for childcare needs related COVID.</u>

After reaching the cap, employees will use their contractual sick days.

f. At the end of the school year in which IL reaches phase 5, the COVID Sick Bank will dissolve. If there are days remaining in the sick bank, the non-union employees' donated days will be returned to the non-union employees' sick bank, up to the total number of days donated by non-union employees. All other days will be returned to the Board of Education
g. If no days have been drawn from the COVID Sick Bank upon its dissolution, non-union employees who donated days will be given the option of taking back their donated days or donating them to the regular non-union employees Sick Bank.
h. <u>If laws are enacted that provide for additional time off, e.g. FFCRA, the provisions of this sick bank will be considered.</u>

BOARD OF EDUCATION
WILMETTE SCHOOL
DISTRICT 39

By:_____
President

Date: _____

ATTEST:

By: _____
Secretary