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**EAGLE MOUNTAIN-SAGINAW INDEPENDENT SCHOOL DISTRICT**  
**Sick Leave Bank Guidelines and Policies for Employees**

**PURPOSE:**

7KH 6LFN /HDYH %DQN IRU (WR 6S ULRY P@H QDVGGLQWIGRQDO V  
PHPEHUV IRU FDWDVWURSKLF LQFDSDFLWDWLQJ SHUVRQDO

**DEFINITION:**

6LFN OHDYH GD\ V IURP WKH DQG DURH DWIRP EHG DZKR LV X  
KLV KHU GXWLHV GXH WR HPFULMQLFD XQDQWV VHW EOHKDW IRF  
DGGLWLRQDO GD\ LV GRQDWHG GD\ V PD\ EH JUDQWHG V  
LPPHGLDWH IDPLO\ LQ WKH HYHQW HPFULMQLFD XQDQWV



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,I D PHPEHU GHFLGHV WR VKDQFH WKH KHDQ RHPWKHU GD\ V  
PHPEHUVKLS UHPDLQ WKH SUDR SDUWHU RGYHUHD WZQW KIQG VDRV  
WKH %DQN KH VKH PD\ HQUR ROPHQWG SHUQRGV EHDJDLQ GRC

5HJXODWLRQV & RQH UD\ VQUU RUPD WKH %DQN

)RU WKRVH QRW MRLQLQJ WKH %DQN GRORJZWKH SRSHHQ[ L  
FRQGLWLRQ FODXVH ZLOOWD BSO\ NQRZHQ HE L WVKHQ JH FSRQGH  
GDWH RI MRLQLQJ WKH VIFRY HUHGYK EGDW SUOOLQRVQ EHR I  
QRWHG EHZ \$ SUH H\ LFRQLQLWE RQG LWLRZQ LVU DVXVSHF

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3URFHGXUH IRU DSSO\LQJ IRU 6LFN /HDYH 'D\V

6LFN OHDYH GD\ V IURP WKH %DQN DZK RW RWKREHGD DVQ XQH[S  
FULWLFDO XLQORQH VP HQJHQF\ V \$UWHOL JHTXRQLQY KRQDEOH  
GXWLHV RI KLV KHU \$RD\O\ LERHQ HDIQG VDSURYLGHG KDYH EHH  
UHTXHVV IRU GD\ V IURP WKH %DQN

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\$GPLQLVWUDWRU  
6HFUHWDU\ 7HDFKHU \$LGH 5HSUHVHQWDWLYH  
0DLQWHQDQFH &XVWRGLDQ 5HSUHVHQWDWLYH  
)RRG 6HUYLEFH 5HSUHVHQWDWLYH  
6HFRQGDU\ 5HSUHVHQWDWLYH  
(OHPHQWDU\ 5HSUHVHQWDWLYH

7KH JURXS ZLOO EH UHIIURJHG UHWRUWKRU & WPKPLWV, 6LF  
IRU (PSOR\HHV \$OO & RPPLWWH HRPHUPEWDWZQDOWKWPVZ ORK  
DV IROORZDU PHPEHDU PHPEHDU PHPEHUV \$IWHU  
GUDZLQJ WKH WHUPV ZLOO ERPRUWWHDIURI 'LZKHFWRLUWLVK  
WKH 6XSHULQWHQGHW

\$ FKDLU SHUVRQ DQG VHFUHWDU R PZLVORH EHUWVGHDLWRQ  
FRPPXQLFDWLRQ SXUSRVHV

9DFDQFLHV RQ WKEH&RLOLHWVEH DZSRLOPWVWQMH RI WLKHHFW  
VHOHFWLRQ ZLOO EH PDGH IWRSPUWKHQJURKSEZKRFKHZH JQH  
WHUP H[SLUH

7KH GHVLJQDWHG DGPLQL(VMFUDWLYH 2KID@DUVRIUWHKHD & WPKPL  
DQG SURFHVV DOO DSRURPHBEHLFN VORIDWKHGSDWUROO GHSD

)RUPHU 6LFN /HDYH & KDLU \$RUWRUOLR QKEDWLWHDUYB B@V@XU  
QHHGHG

\$OO GHFLVLRQV WR EH PDGH HEW RUKH & RHP RLRV WIIIHEIRD PDMRU  
)LQDO 'HFLVLRQV

3URFHGXUHV IRU VWLFLQORJWDRYTXWHG KHUHLQ RU

\$Q\ TXHVWLRQ FRQFHUQLQJ RPHBBOVKDSWLB@VXORUWVRFW O  
DULVH DIWHU DGRSWLRQ RDNCKLFRSYDIDG@G@U@R@W WSKDFLO  
& RPPLWWH RI 'LUHFWRUQNRZKFKZLODFRDNHDDHUEIDRPPHC  
6XSHULQWHQGHW RI 6FKRROV IRU D GHFLVLRQ