

EMERGENCY LEAVE FUND (ELF) Policy & Eligibility



I. PURPOSE:

To provide additional days of sick leave for full time employees of the Middletown City School District who experience catastrophic personal accidental injury, non-elective surgery, or other catastrophic illness who are currently out of sick leave, vacation/non-duty, and personal leave.

For purposes of this benefit, a catastrophic condition may include, but is not limited to, a heart attack, stroke, cancer, serious complications due to surgery, and life threatening accidents. A catastrophic illness incapacitates the employee and requires continuing supervision and treatment from a healthcare provider. An employee's own medically certified "catastrophic health condition" may be considered a catastrophic injury or illness.

II. Committee Membership:

This fund is to be regulated by the E.L.F. Board consisting of:

- The President of the Middletown Teacher's Association, when the matter concerns MTA members.
- The President of the Middletown Certified Employees Association, when the matter concerns MCEA members.
- The Superintendent or Designee.
- The school physician. The physician may be consulted on a case by case basis.
- Additional E.L.F. Board members may be added to serve on this committee with the following conditions:
 - There will be no more than (3) three total members from the association:
 - (3) three MTA members on the E.L.F. Board if the situation pertains to an MTA member. This includes the MTA President.
 - (3) three MCEA members on the E.L.F. Board if the situation pertains to an MCEA member. This includes the MCEA President.
 - There will be no more than (3) three administrators. This includes the Superintendent or designee but does not include the school physician.

Annually, the Superintendent or designee and the Association's Presidents may select E.L.F. Board membership.

III. PROVISIONS OF ELIGIBILITY:

- A. All full time certified & classified employees shall be eligible to be members of the E.L.F.
1. Initial voluntary membership will consist of a day of sick leave to be applied by the employee to the E.L.F. program upon time of hire. Between November 30, and December 1, enrollment and withdrawal must be done in writing.
 2. Membership shall be continuous unless canceled during the period of November 1 through December 1, or an assessment period. All employees will receive an intent form from the Human Resources Office for the purpose of enrolling in or withdrawing from the E.L.F. At such time that the Human Resources Office has received the employee's intent form, it will be recorded and submitted to the Treasurer's Office. Each employee will receive a notice of receipt indicating their participation in the program. Employees not wishing to participate in the E.L.F. will also receive a notice of receipt indicating that they do not wish to participate.
 3. New members may join by December 1 of each year or during each assessment period.
- B. Days of E.L.F. eligibility are governed by years of service in the Middletown School District as follows:
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| 0-5 years of service | 15 days maximum |
| 6 & above years of service | 30 days maximum |

IV. POLICY PROCEDURES:

- A. E.L.F. leave will **not** be granted until:
1. All paperwork is received. Proper paperwork needs to be turned in prior to any surgery, procedure, or therapy. In the event of an unforeseen situation, information may be submitted at the earliest possible time and days may be awarded retroactively. This will be determined at the discretion of the E.L.F. Board.
 2. The E.L.F. Board has examined all documentation from the employee's healthcare provider and determined that the employee's condition merits E.L.F. leave.
 3. The E.L.F. Board has met and rendered a final decision. The E.L.F. Board shall meet and render a decision within 10 days of receipt of request.
- B. **All decisions of the E.L.F. Board are final, binding, and not subject to grievance.**
- C. Application for emergency sick leave can only be made under the following conditions:
1. All accumulated sick and personal leave must be used first.
 2. Extended leave may be granted for catastrophic personal accidental injury, non-elective surgery, or serious illness.
 3. Verification by a physician shall be mandatory prior to any leave being granted.
 4. The application for E.L.F. days is submitted to the Director of Human Resources.
- D. Additional days may be granted above the maximum by the E.L.F. Board. A letter must be submitted to the Human Resources Office requesting additional leave accompanied with a physician verification justifying the need for additional leave. The E.L.F. Board will meet and determine if the request is granted. The decision of the E.L.F. Board is final.
- E. In consideration of the benefits of participating in the E.L.F. each applicant for membership in the Fund shall, as a condition to such application, agree in writing as follows:
- “I specifically acknowledge and agree that granting of days from the E.L.F. shall be at the sole discretion of the E.L.F. Board. All decisions of the E.L.F. Board will be final, binding and not subject to grievance. I further agree to abide by such decision and indemnify and hold harmless the Middletown City School District, Middletown Teachers Association, Middletown Classified Employees Association, the E.L.F. Board, and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against any of them with respect to a decision made by any of them concerning this application.”
- F. Unused requested days shall be returned to the E.L.F.
- G. The E.L.F. will begin with one day from each contributing staff member. When the fund is depleted below 150 days, each member will be assessed one additional day. The E.L.F. Board shall be responsible for notifying certificated personnel of each assessment period.
- H. When an employee donates days to the Fund, he/she agrees to the above stated rules for administration of the Fund and agrees to abide by the stated rules.