

## HEA/HSD Application for 2016-17 Inclement Weather Personal Leave Bank Days

### Application Criteria

An HEA member who has unavoidable plans during the inclement weather makeup days after June 19, 2017 may apply for days from this bank if the following criteria have been met:

1. Member must have exhausted all personal leave days (or will run out during the plans as referenced herein).
2. Member must be able to demonstrate that plans were arranged prior to the first snow day of December 8, 2016, or
3. Member must have an obligation that is unavoidable and submit for approval to a joint HEA/HSD committee.
4. Member is subject to additional provisions from Article 8 of the contract as described below.

To apply, provide a brief description of the reason you are applying for donated personal leave days. If you are referencing #2 above, please attach a receipt or documentation that the plans were arranged prior to December 8, 2016.

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**Deadline for application: March 24, 2017**

**Approval process: All applicants will be notified of decision by April 10, 2017**

On April 10 HEA will notify the bargaining unit of the members who are approved to access the Inclement Weather Personal Leave Bank. The list will be anonymous and members will be identified by HEA ID# and their unique circumstance. *Approved applicants may also solicit days from their colleagues within the unit once the HEA notification has occurred.*

### Donation of Days Process:

Any HEA member can donate a full or half day by completing the Personal Day Donation Waiver Form and the HSD Leave Request Form on the [hea website](#) . Both forms need to be sent to HEA President, Jill Golay by May 1, 2017.

**Relevant portions of Article 8 from the contract and in the 2016-17 Inclement Weather MOU:**

1. All personal leave must be exhausted by the member who is applying for this leave bank.
2. The HEA or an individual member may solicit days from the bargaining unit.
3. Payroll will process the days as instructed by the District.
4. All contributions of personal leave days are irrevocable.
5. All contributions to the bank are voluntary. The district shall be defended and held harmless from any claim arising from honoring the “pooling” in this matter.
6. Each association member who volunteers to donate their personal leave day must sign a waiver indicating they are forfeiting their personal leave day for that school year. (entitled, Inclement Weather Donation Day Waiver Form)
7. Association members from any building in the district may contribute to this bank.
8. The district is not responsible for any personal tax liability that may be incurred by the donating employee or receiving member should any liability arise.