

Sick Leave Bank

Purpose

The purpose of the Sick Leave Bank (SLB) is to provide sick leave to contributors, thus members, who have suffered a serious unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

Administration

A Committee of Trustees shall administer the SLB. The Committee shall be composed of seven (7) members: two (2) members appointed by the School Board from its membership, two (2) members appointed by the Association from its membership, two (2) support employees appointed by the Director of Schools and the The Director of Schools who shall chair the Committee. The trustees are to serve a term of three (3) years; the trustees may succeed themselves.

Rules

1. Any full-time employee shall be eligible to participate in the SLB; however, a minimum participation of twenty (20) employees shall be required to establish the Bank.
2. Any employee who elects to participate in the Bank shall initially have two (2) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Donations of sick leave to the Bank are nonrefundable and nontransferable.
3. If at any time the number of days in the SLB is less than twenty (20), or one (1) per member if there are more than twenty (20) members, or at any time deemed advisable, the Committee shall assess each member either one (1) or two (2) more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day shall be donated as it is accrued by the employee.
4. By written notice to the Committee, a member may withdraw from Bank participation on any June thirtieth. Membership withdrawal shall result in forfeiture of all days contributed. If a member withdraws from the Bank and later re-enrolls (by again contributing two days to the Bank), the re-enrolled member would only be eligible to request days from the Bank six (6) months after re-enrolling (the date of membership is defined as the date that the finance office actually withdrew the required two days of sick leave).
5. Members of the SLB shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank (the date of membership is defined as the date that the finance office actually withdrew the required two days of sick leave) for thirty (30) calendar days.
6. Any participating member of thirty (30) days who has exhausted all accumulated sick leave and personal leave, including paid board extensions, and who has also been without pay for five (5) consecutive work days is eligible to apply to the Trustees of the Bank for the grant of days from the SLB.

7. Leave grants from the Bank, approved by the Board of Trustees, shall be in units of no more than twenty (20) consecutive duty days for the individual applicant. An applicant may submit a request(s) for an extension of such leave grants before the prior grant(s) expires. The maximum number of days any participant may receive in any fiscal year is sixty (60). The maximum number of days any participant may receive as a result of any one (1) illness, recurring illness or accident is ninety (90).
8. In the event a member is physically or mentally unable to make a request to the SLB for use of sick leave days, a family member or agent may file the request.
9. The Committee will require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.
10. Sick leave days which are granted to a member of the Bank are not repaid by the individual member of the Bank except as all members are uniformly assessed.
11. Grants of sick leave from the SLB will not be made to any member on account of elective surgery; illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security, the state, or local retirement plan.
12. Requests for SLB days will be considered for complications of pregnancy as confirmed by doctors. No consideration will be given for any SLB days due to childbirth after delivery.
13. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
 - a. Resignation or termination of employment;
 - b. Cancellation of participation in Sick Leave Bank which becomes effective on the following June 30 after written notice to terminate membership is received;
 - c. Being on approved leave of absence with the exception of personal illness or disability leave; or
 - d. Retirement.
14. Requests for SLB days will be considered for complications of pregnancy as confirmed by doctors. No consideration will be given for any SLB days due to childbirth after delivery.
15. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
 - e. Resignation or termination of employment;
 - f. Cancellation of participation in Sick Leave Bank which becomes effective on the following June 30 after written notice to terminate membership is received;
 - g. Being on approved leave of absence with the exception of personal illness or disability leave; or
 - h. Retirement.

Procedures

1. Contributions to the Bank must be made on a *Sick Leave Bank Donation Form* (usually distributed by October 30).

2. All requests to draw upon the Bank must be made upon a *Sick Leave Bank Request Form* and submitted to the Committee of Trustees within thirty (30) calendar days of the first dates that bank usage is requested. In extreme and unusual cases exceptions may be approved.
3. The Committee of Trustees shall consider each request as soon as possible, and then the Committee will act affirmatively or negatively on the request. The decision made by the Committee of Trustees shall be final. The applicant will be notified of the Trustee's decision as soon as possible. The individual Trustees shall not be contacted individually concerning the business of the sick leave bank, nor shall any pressure be exerted upon them concerning the business of the sick leave bank by an applicant or anyone associated with an applicant.
4. All requests to draw from the Bank must be accompanied by a physician's statement confirming the cause of illness or injury and must be signed by the physician.
5. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee.
6. All records of the SLB shall be kept in the office of Human Resources of the school system – an employee of Human Resources shall be present at all meetings to present the application and then to properly document, and process, the action taken by the Committee.