



PIKE ROAD SCHOOLS

Sick Leave Bank Guidelines

Sick Leave Bank Guidelines

Purpose

The Pike Road Schools Sick Leave Bank (hereinafter referred to as SLB) is established to provide a loan of sick leave days for participating members after their accumulated sick leave days have been exhausted and to then provide for a means of obtaining catastrophic sick leave. This action is authorized by the ALA. CODE §16-22-9 (1975).

Committee Parameters

SLB committee members must be participating members of the SLB.

The SLB committee will consist of five members. At the beginning of each scholastic year, four shall be selected through a nomination process and then by a secret ballot election held among the SLB members. The Superintendent will appoint one member who is also a participating member and this appointee's membership will subject to Board approval. The Superintendent or designee will be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.

Members of the SLB committee will serve a term of one year. Terms shall be for the scholastic year (July 1 – June 30). Vacancies will be filled by the respective parties, whether originally selected through election or Superintendent appointee. No representative on the committee will serve for a term longer than five consecutive years.

Duties

The Pike Road Schools Payroll Department will maintain records of all contributions to and withdrawals from the SLB. Reports will be provided on a timely basis at the request of the SLB or the Pike Road Schools Board of Education.

The SLB committee will have exclusive responsibility to write the guidelines and administrative procedures of the SLB, including the catastrophic leave provisions. Guidelines will be approved by a secret ballot vote of the participating members of the SLB.

The SLB committee will not adopt any regulation that conflicts with regulations set forth in the ALA. CODE §16-22-9 (1975).

The SLB committee will develop appropriate forms for use.

The sick leave bank committee will investigate any alleged abuse of the use of the sick leave bank. On the finding of wrongdoing, the member will repay all of the sick leave credits drawn from the sick leave bank and be subject to other appropriate disciplinary action as determined by the local authority.

Eligibility and Participation

Participation in the SLB will at all times be voluntary on the part of the employee.

Two (2) sick leave days must be deposited by the new member in order to join. An employee of the school system must be a member of the SLB before being eligible to borrow from the bank or request donations through catastrophic leave.

Employees have the option to join the SLB during the period beginning with teacher institute day through September 15th of each year and again from January 1st through February 15th of each year

A new employee of Pike Road Schools may join the SLB at any time during the first 30 days of employment. If the new employee does not have the required number of sick leave days to join the SLB, the two (2) days will be credited (advanced) to the new employee as the deposit to join the SLB. (The credit balance will be reduced by one day each month as the sick leave days are earned by the employee. After the credit balance is reduced to zero, sick leave days earned by the employee will be used to repay any outstanding loan to the SLB.)

A participating member of the SLB whose sick leave and all other paid leave has been exhausted may borrow days from the SLB. The maximum number of days that can be borrowed by an individual from the bank is twelve (12) days, which includes the two (2) days the individual has on deposit.

Sick leave days can only be used for the reasons stated in ALA. CODE §16-1-18.1(1975). Sick leave is defined as the absence from duty by an employee as a result of any of the following:

1. Personal illness or doctor's quarantine;
2. Incapacitating personal injury;
3. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie;
4. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
5. Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis.

Borrowing Days from the Sick Leave Bank

Application for loan forms are available at the Payroll Office and on the school website at <http://www.pikeroadschools.org>. Form submission instructions are printed on the application.

To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave and all other paid leave.

A doctor's statement and/or FMLA certification, as applicable, will be attached to the request form for days borrowed for illness from the SLB. Days borrowed to attend a funeral or memorial service will require an obituary.

Sick leave days owed to the SLB must be repaid at the rate of one day per month beginning with the next sick leave day earned after the loan is granted by the SLB and continuing until the days loaned have been completely repaid.

Catastrophic Illness

Restrictions

The ALA. CODE §16-22-9 (1975) defines catastrophic illness as "Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time."

An employee may use catastrophic leave sick leave for a catastrophic illness for himself or herself or for the following covered persons: parent, spouse, child, foster child currently in the custody and care of the employee, sibling, or an individual with a close personal tie.

Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB, up to a maximum of twelve (12) days, including the original deposit of two (2) days that were required to join the bank. The opportunity to borrow from the bank may be sufficient to preclude the need to apply for catastrophic leave.

Sick, personal, and vacation leave days earned while the employee is utilizing catastrophic sick leave days must be exhausted before continuing the use of catastrophic sick leave days.

Procedures

The application for catastrophic leave and subsequent request for leave donations will be available in the Payroll Office and on the district's website at <http://www.pikeroadschools.org>. Form submission instructions are printed on the application.

The request for catastrophic leave must include an estimated time of leave and a letter signed by a licensed physician, certifying the need for catastrophic sick leave.

The application for catastrophic leave and attached letter from a licensed physician will be presented to the committee for approval. FMLA certification may also be required, as applicable.

The committee will review the request, verify that the SLB has already been utilized for the maximum of 12 borrowed days, and otherwise ensure that the request for catastrophic leave is eligible under ALA. CODE §16-22-9 (1975).

All members of the SLB will be notified when the committee has approved a person for catastrophic leave, and will at that point have the opportunity to donate leave per the provisions below.

Provisions

Employees participating in the SLB may, at their discretion, donate a maximum of thirty (30) days to the SLB to be designated for a specific employee for use against a catastrophic illness.

Days are donated for a specific person and can only be used by that person. In the case of more than one employee on catastrophic sick leave at the same time, donated days will be recorded separately for each employee.

The donated catastrophic sick leave days revert back to the donating employees on a prorated basis only if the recipient employee does not use all of the donated days.

Donated catastrophic leave may be used to repay days owed to a sick leave bank.

Other School Systems

SLB members are authorized to donate sick leave days to (or receive sick leave days from) other Alabama school systems, for use by a particular employee who is suffering a catastrophic illness.

Leaving the Sick Leave Bank

A participating employee who chooses to no longer participate in the SLB will be eligible to withdraw from the Bank at any time. In order to resign, the member must submit the official resignation form to the SLB Committee to verify the resignation. Any days which the member has on deposit will be re-credited to the employee's personal sick leave account.

Upon the resignation or termination of an employee who owes days to the SLB, the value for each of the owed days will be deducted from the final paycheck at the employee's current daily rate of pay.

Upon retirement or transfer of the SLB members, days on deposit with the SLB will be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.

FORMS



Pike Road Schools

Authorization for Sick Leave Bank

Participation and Withdrawal

Employee Name

School/Department

Please choose one of the below

I wish to be a member of the Pike Road Schools Sick Leave Bank and hereby authorize that _____ two (2) days from my personal sick leave account be placed on deposit in the Sick Leave Bank.

Employee Signature

Date

I do not wish to participate in the Pike Road Schools Sick Leave Bank, and I understand that I **cannot** apply for Catastrophic Sick Leave.

Employee Signature

Date

I hereby verify that I wish to withdraw participation in the Sick Leave Bank Program of the Pike Road Schools Sick Leave Bank. I hereby authorize that two (2) days be restored to my personal sick leave account.

Employee Signature

Date



Pike Road Schools

Sick Leave Bank – Application for a Loan

Submit this completed application to the Payroll Clerk. Days from the Sick Leave Bank may not be awarded until all accumulated sick leave days in the employee's personal sick leave account have been exhausted. Loans are made to Sick Leave Bank members under the guidelines of the ALA. CODE §16-22-9 (1975).

I request a loan of _____ days from the Sick Leave Bank, to take effect for the time period of _____ through _____. I certify that I have either already exhausted all other forms of paid leave or that I will exhaust all other forms of paid leave during the period stated above. I understand that I must attach a letter signed by a licensed physician (if for sickness) or an obituary (if for attendance at a memorial service or funeral). I understand that I am expected to repay this loan on a monthly basis as I earn sick leave. I further understand that if my employment with Pike Road Schools is severed for any reason, the value for each of the owed days will be deducted from the final paycheck at the my current daily rate of pay.

Employee's Printed Name

Employee's Signature

Date



Pike Road Schools

Request for Catastrophic Leave

Submit this completed application to the Chairperson of the Pike Road Sick Leave Bank Committee. Donations are made to Sick Leave Bank members under the guidelines of the ALA. CODE §16-22-9 (1975).

I request a donation of _____ days from the members of the sick leave bank, to take effect for the time period of _____ through _____.

I certify that I have already borrowed and used the maximum of 12 days from the sick leave bank or that I will have exhausted all borrowed days during the period stated above. I understand that I must attach a letter signed by a licensed physician that verifies the medical problem for which I am being treated, as well as the specific time needed away from work as part of that treatment. I understand that any unused excess days that I receive will revert back to the donors on a prorated basis.

Employee's Printed Name

Employee's Signature

Date



Pike Road Schools

Catastrophic Leave Transfer Form

Section 16-22-9 of the Code of Alabama 1975 contains the following provisions for donation of sick leave days by members of sick leave banks:

(a)(1) **CATASTROPHIC ILLNESS.** Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

(h) **Catastrophic sick leave.** Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness as defined by this section. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Section 16-1-18.1. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all sick and personal leave. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor. If the particular employee does not require all the days donated to the credit of the employee, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the sick leave bank committee. No employee may donate more than 30 sick leave days, exclusive of the provisions of subsection (e), to the sick leave bank for the catastrophic sick leave of any one employee. A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days.

Donating Employee Must Complete This Section

Donating Employee's Name: _____ Social Security #: _____

Donating Employee's Agency: _____

Recipient Employee's Name: _____ Social Security #: _____

Recipient Employee's Agency: _____

I certify that I have read and understand the above catastrophic sick leave provisions. I further certify that I am donating _____ sick leave days to the above recipient employee and authorize the transfer of my sick leave days by deduction from my current sick leave balance.

Signature of Donating Employee: _____ Date: _____

Signature of Witness: _____ Date: _____

AUTHORIZATION OF SICK LEAVE TRANSFER BY THE DONATING EMPLOYEE'S AGENCY

I certify that the donating employee is a member of the sick leave bank and that the donating employee's current sick leave balance contains a sufficient number of days for transfer to the recipient employee by deduction from the donating employee's sick leave balance.

Signature of Authorized Representative of the Donating Employee's Agency

Date

[SEND COMPLETED FORM TO THE RECIPIENT EMPLOYEE'S AGENCY]

The Pike Road Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

Mr. Ryan Kendall
Human Resources Director
696 Georgia Washington Road
Pike Road, Alabama 36064
334-420-5302