

**I. Purpose**

The purpose of the sick leave bank is to provide employees with sick leave upon the exhaustion of all accrued sick, personal and vacation days.

**II. Establishment**

In order for the bank to become operational, it must be approved by the Board of Education, and at least fifty (50) percent of the eligible employees must, by application, join the bank. Eligible employees are those individuals employed on a full time basis by the Miller County Board of Education.

**III. Bank Administration**

The sick leave bank shall be administered by a committee composed of a classroom teacher from each school, a representative from a principal's office, and a representative from the Superintendent's office. The Committee members shall serve staggered terms not to exceed three (3) years. Committee members can be re-appointed.

The responsibilities of the Committee are as follows:

- A. Accept and approve applications for membership in the bank.
- B. Monitor and keep account of the number of days in the bank.
- C. Consider all applications to withdraw days from the bank.
- D. To enforce all policies and provisions of the bank.
- E. To recommend any additions, deletions, or modifications to sick leave bank procedures or provisions. Such recommendations shall be submitted to the Superintendent for approval.
- F. Report on a periodic basis the status of the bank to the members.
- G. To approve additional levies of sick leave days to replenish the bank when it reaches level set forth in the guidelines. Notification of the levy will be made to the bank membership at least thirty days in advance.
- H. The Committee shall make the final decision in awarding sick leave days from the bank. Such decisions are not subject to appeal to the Board of Education.
- I. The Committee shall meet as needed during the school year.

#### **IV. Bank Membership**

All full-time employees are eligible to become members of the sick leave bank. The employee must have worked with the School System for at least one (1) year and have accrued no less than five (5) sick leave days at the time of membership application.

The window period for joining the sick leave bank will be from the opening of school to October 1 of each year. Membership requirements are as follows:

- A. A completed membership application, which shall include a statement releasing the Committee and the Miller County School District from any liability for decisions made by the Committee.
- B. Contribution of one (1) sick leave day to the bank at the time of membership enrollment.
- C. Donations of sick leave to the sick leave bank are not refundable and not transferable.
- D. Membership to the sick leave bank is considered continuous unless written notice of withdrawal of membership is received by the Committee within the enrollment period of a subsequent year.
- E. Contributions of one (1) sick leave day each time the balance of the bank falls below twenty days, or on an as-needed basis as determined by the Committee. In the event a member does not have a day of sick leave to contribute to the bank, one (1) day will be contributed as that day is earned.

Membership in the sick leave bank is strictly voluntary. A person may resign from the bank by giving written notification to the sick leave bank Committee. The employee upon resignation from the sick leave bank shall not be eligible to withdraw any sick leave days already contributed. An employee shall not be eligible to rejoin the bank upon resignation from the bank. If employment with the School System ceases, the bank member is placed on inactive membership. Membership status will be upgraded as active upon reemployment with the School System. Employees on approved leaves of absences are considered employed.

#### **V. Withdrawal of Sick Leave Days**

For the purposes of administration of the Sick Leave Bank, the definition of sick leave is as follows:

*Sick Leave is a designated amount of compensated leave that is to be granted to members who, through personal illness, injury or quarantine are unable to perform essential duties. Sick leave days will not be granted to employees who are eligible to receive Worker's Compensation. Only after those benefits have been exhausted is the employee eligible to apply for the withdrawal of sick days from the Bank.*

Sick leave days may be withdrawn for absences due to serious personal injury or illness of the employee that meets the definition above. Any disability that is elective in nature (i.e. cosmetic surgery) is not covered. Maternity leave is excluded from coverage as well unless complications arise from normal pregnancy.

After a participating employee's accumulated sick leave has been exhausted, he/she will be eligible to draw from the bank. Sick leave days from the bank would become effective immediately.

Participating employees shall be eligible to draw twenty (20) day increments from the sick leave bank up to a maximum of sixty (60) sick leave days per school year (July 1 - June 30). The lifetime maximum per member is one hundred sixty (160) days. Each application shall be accompanied by a physician's statement. Photostat copies of the doctor's statement will be accepted.

Applications for additional increments should be submitted within seven (7) days before the employee's prior grant expires. If a member is incapacitated and cannot act on his/her own behalf, a family member (spouse, children, etc.) or designated person is authorized to transact necessary sick leave bank actions. Any unused sick leave days in the increments granted shall be restored to the bank.

Any participating employee withdrawing sick leave days shall not be required to replace those days except as a regular contributing member to the sick leave bank. Exception: Alleged abuse of the sick leave bank shall be investigated and, on the finding of wrong-doing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subject to such other disciplinary action as determined by the Board of Education to be appropriate.