

Classified Sick Leave Bank

The Board of Education supports a sick leave bank on a voluntary basis. Any classified employee is eligible if the person:

1. Has donated (2) sick leave days to the bank
2. Has been a member of the bank for at least (6) six months
3. Has successfully completed the probationary requirements
4. Accrues sick leave

Each employee enrolling in the bank will donate two (2) days of earned sick leave to the bank the first year of membership. If the employee is a new hire they will donate the (2) sick days after six months of employment. At the time of enrollment in the bank, if the employee does not have the (2) sick days available they will have to wait until the open enrollment period to enroll.

No further contributions, except from new members, will be required until the total number of days in the bank falls below 100 days or 800 hours. At that time each current member will be assessed one (1) day of earned sick leave. One day is equal to the number of hours the individual works on a daily basis. If the employee does not have the (1) day of sick leave available. The time will be docked from their pay.

New enrollment or cancellation of membership in the bank must be received in writing by October 31 of each year thereafter. An employee who withdraws from the bank membership will not be able to withdraw contributed days.

Employees applying for use of the bank must use fifteen (15) consecutive days of their own sick leave and/or leave without pay prior to drawing days from the bank. Vacation time may not be used instead of (15) sick days. Thirty (30) days may be requested from the bank in a 12 month period. The 12 month period will be measured forward from the commencement of the leave. A maximum of sixty (60) days may be drawn by any one member in a (4) year period.

Requests for use of the sick leave bank must be accompanied by a statement from the attending physician specifying the nature of the illness, the date, and extensiveness of his/her services to the employee, and the date of release for the employee to return to working duties.

Normal maternity will not be considered a valid sick leave bank application.

Any variance of these rules shall be granted only by the Sick Leave Bank Committee. The decision of the committee is final with no appeal.

The Sick Leave Bank Committee will consist of the following members: two (2) classified employees, and one (1) member of the administrative staff.

Approved: Jan 21, 1992

Approved: April, 1999

Approved: August, 2005