

G-a-20 (GBGH) SICK LEAVE BANK

At the Board of Education's discretion, a sick leave bank (herein after the "Bank") may be established for licensed and classified employees who work 40 hours or more per week. The purpose of the Bank is to provide a source of additional sick leave for those eligible employees. Once all accumulated paid leave has been used an employee who sustains a serious illness including medical conditions related to pregnancy; a disability; an injury to the employee that is not work related; or for continuing treatment of a serious illness of the employee. The Bank may not be used for a work-related injury or work-related disability. The Bank also may not be used for an absence due to injury or illness of anyone other than the employee. The criteria for participation in the Bank shall be established by the Superintendent of Schools, with recommendation from the committee designated in the guidelines.

The Board of Education reserves the right to suspend or cancel any and all leave policies when it determines that it is necessary to do so as a result of emergency or other similar conditions.

Revised: ~~March 13, 2013, May 22, 2013, May 28, 2014~~ effective July 1, 2014

Reviewed: April 2017

GUIDELINES GOVERNING FULL-TIME EMPLOYEE SICK LEAVE BANK

Committee:

- The sick leave bank (herein after the “Bank”) will be governed by a committee operating within Board of Education policy and administrative procedures.
- The committee will consist of the Superintendent’s Advisory Committee members who are full-time licensed or classified staff members. The Superintendent of Schools will not vote.
- The committee shall be responsible for determining if applications to the Bank meet the definition of “serious illness” as defined in the policy. Any decision made by the committee may be subject to review and modification by the Superintendent of Schools.

Membership:

- The Bank will be available to all licensed and classified employees who work 40 hours or more per week, and who are currently enrolled or who select to participate at the time of employment or during the enrollment period.
- Election to Participate:
Eligible employees can join the Bank is at the beginning of the individual’s first year of employment, with the necessary paperwork to be completed and one day of sick leave to be donated by September 15; or if hired after September 15, employees will be given an opportunity to join the Bank within 30 calendar days of their first day of employment. Individuals employed in the district less than 40 hours per week who transfer to a position of 40 hours per week or more may elect to join the Bank within 30 calendar days of their first day of employment in the 40 hours per week position.

Upon initial enrollment, employees electing to join the Bank must contribute one day of sick leave which will be subtracted from his/her personal accumulation of sick leave days on the first appropriate payroll cycle (September 15). No days under any other leave policy may be used for contribution toward the Bank.

Employees not electing to join upon initial employment or within 30 calendar days of becoming a 40 hour per week employee, as described above, will have the opportunity to join the sick leave bank during an open enrollment period during the month of August, annually. Employees electing to join under this option shall be required to donate any contributions to the bank they would have been required to contribute dating back to their initial hire date or the date at which

they became a 40 hour per week employee. Additionally, employees electing to join under this option shall not be eligible to withdraw from the sick leave bank for a period of one year (the following September 1, annually).

- A member who withdraws from the Bank may not withdraw his/her contributed day(s). Additionally, a member who withdraws or otherwise chooses to not participate is not eligible to re-enroll in the Bank at any point thereafter.
- Required contributions will be made annually and automatically through Payroll on September 15.
- Annually, membership in the sick leave bank renews automatically at the start of each new school year unless written notice of withdrawal is provided to Human Resources by September 1.

Status:

- To continue membership in the Bank from year to year, members will be asked to donate ½ day from their sick leave at the beginning of each year. If a member chooses not to donate the required ½ day, they will be dropped from the sick leave bank as of that date. If the total number of days accumulated in the Bank and available at the beginning of any given year exceeds 300 days, the ½ day donation requirement to continue membership will be waived for that year.
- A minimum of 45 days will be kept in the Bank in order to continue its operation. Should the number of days in the Bank at any time during the school year fall below this number, each member will be asked to donate one-half or a whole additional day as determined by the committee. If a member chooses not to donate additional day(s) for any stated reason, he/she will be dropped from the Bank as of that date. A member may not independently contribute additional days to the Bank.
- If a determination is made to terminate the operation of the Bank permanently, each current, individual member will receive an equal portion of the total days remaining in the Bank. The authority to terminate the operation of the Bank permanently shall rest exclusively with the Superintendent of Schools.
- At the end of the school year, unused days will be carried over to the next school year and will be available as if otherwise contributed.

Use: The committee will allocate sick leave days from the Bank to individual employees consistent with the following criteria:

- A member requesting days from the Bank must first use all of his/her individually accumulated paid leave.
- Days from the Bank may be used only for the serious illness (as defined in policy) of the member. Sick leave Bank days may not be used for elective medical procedures.
- Sick leave bank days may not be used for Maternity Leave and/or Parental Leave; however, medical conditions related to pregnancy are eligible for sick leave bank application.
- The member requesting sick leave must submit the Application for Use of Sick Leave Bank (Exhibit A) and the Sick Leave Bank Physician Report (Exhibit B) or sufficient note from a physician to the committee. The application and the physician's report will be in the form prescribed by the committee and will describe in reasonable detail the need for days from the Bank.
- If it is reasonably anticipated that a need for the Bank usage will exist before a scheduled non-emergency absence, all paperwork must be submitted before the absence.
- For an emergency situation, paperwork must be turned in to the District Office no later than the end of the first day back at work following the absence.
- The use of days from the Bank will be further limited by the maximum number of days allowed per year as set out in the following:

First year members may be granted a maximum of 10 days from the Bank. Thereafter, days may be granted according to the number of years the individual has been a member of the Bank. Number of years in the bank shall be defined as the number of years for which contributions have been made.

After 1 year 20 days	After 4 years 35 days
After 2 years 25 days	After 5 years 40 days
After 3 years 30 days	After 6 or more years 45 days

- A member withdrawing days from the Bank will not be required to replace those days used, but will be required to donate an additional day (plus the required ½ day) the following year to remain in the Bank.
- A member may apply for use of the Bank more than once per year as long as the maximum number of days allowed is not exceeded.
- When a member resigns or retires, his/her donated day(s) will remain in the Bank.

- In times of fiscal exigency or other emergency as determined by the Board of Education in its sole discretion, the Superintendent of Schools shall have the right to suspend the operation of these regulations.

Revised: ~~May 22, 2013, March 26, 2014,~~ April 26, 2017