

SICK LEAVE BANK POLICY

Purpose:

To provide a bank of sick leave days from which members may draw in case of catastrophic and/or extended illness. Members shall include all teaching, administrative and support personnel.

Membership:

A. The Board of Education will cooperate in the establishment of a sick leave bank on a voluntary basis.

B. Each employee will be assessed one day of his sick leave upon his initial enrollment in the Sick Leave Bank. Assessment of one day per year of a member's sick leave will be continued until the bank is built up to a minimum of 200 days. No more days will be added except from new enrollees until the bank is depleted to below 200 days.

C. When the Sick Leave Bank total falls below the minimum 200 days, each member will be assessed one day. This assessment will be made at the time of enrollment of sick leave bank members, that being within thirty (30) days of the beginning of the next school year.

D. A person withdrawing from membership in the bank will not be able to withdraw contributed days.

E. Only those employees participating in the sick leave bank will be eligible to withdraw days, and then only after his/her own sick leave is used.

F. Days contributed or assessed become the property of the Sick Leave Bank and no longer count toward the individual member's current or accumulated sick leave. Days contributed will remain in the bank until used.

G. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.

H. Contributions and/or assessments to the Sick Leave Bank shall not affect incentive pay or accumulated sick leave calculated for retirement.

Regulations:

A. An employee may request to borrow sick leave from the Sick Leave Bank for a catastrophic and/or extended illness or for major surgery for the employee or employee's spouse, children, grandchildren or parents requiring a lengthy convalescence. This request must be accompanied by certification from a doctor that the illness is life threatening and of the nature to warrant the term catastrophic or extended.

B. Superintendent or his/her representative shall oversee the record keeping of the days contributed and/or assessed by the members.

C. Superintendent shall review all requests for withdrawal of days from the Sick Leave Bank.

D. Superintendent shall determine the number of days to be granted from the Sick Leave Bank, not to exceed forty (40) days. Superintendent shall send all granted requests to the Board of Education for approval.

E. Superintendent shall reserve the right to request a second doctor's opinion in certain instances.