

## **Sick Leave Bank**

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

Any employee who is entitled to discretionary/sick leave may donate two days up to 20 hours of discretionary/sick leave to this sick bank thereby becoming a member. If the total accumulated days rise above 500 or up to 5000 hours, any employee who participates in the bank will no longer be asked to donate additional days, until the total accumulation drops below 80 days or up to 800 hours. The donation of days/hours will be at the beginning of each school year.

The bank will be administered by a committee of three employees, including the school nurse, the business director and the superintendent. The committee will determine the validity of the member employee's request and determine whether the request will be denied, granted or granted in part. In making these determinations, the committee will give consideration to the following factors:

1. A document from a physician documenting the need for extended leave.
2. Members past conservation and fair use of leave policies.
3. The seriousness of past and current illnesses and injuries.
4. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information from any other source.

Members will make written application to the sick leave bank committee (through the superintendent's office) for use of the bank. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

- A maximum of 20 days up to 200 hours per school year may be awarded per employee.
- The sick leave bank committee will notify the applicant of its decision in written form.
- A member employee withdrawing from the bank may not withdraw contributed days.
- Enrollment in the sick leave bank is limited to the first month of employment or contract year.

Adopted: May 1990  
Revised: December 1993  
Revised: July 2009  
Revised: November 2016  
Reviewed: September 30, 2019  
Revised: April 26, 2021

CROSS REFS.: GBGG, Staff Discretionary/Sick Leave