

Revised: 7/1/2024

Policy #:CGBD/GBDB

Sick Bank Membership

1. Any employee of Platte County School District #1 (the District) must donate 8 hours of their sick leave or the number of hours that constitute a day of work for their job in order to request days from the sick bank. Employees may join the sick leave bank only on the following dates:
 - a. July 1 – July 31 – for 12-month employees
 - b. September 1 – September 30 – for all other employees
 - c. Within 60 days of hiring date
 2. The goal of the bank is to maintain 2,000 hours per 100 employees of each school year.
 3. An employee may use the sick leave days in the bank for sick leave, provided that the following criteria are met: (1) A written request must be submitted to the Sick Bank Committee, (2) The employee has donated to the sick leave bank, (3) The employee has used all other leave benefits provided to them, (4) The Sick Bank Board approves the use of sick leave days from the bank. If the District finds it necessary to announce a call-out for donations to the Sick Leave Bank employees must donate in order to maintain membership.
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NAME _____

I would like to donate 1 daily rate of hours to the sick bank to
join _____

OR

I do not wish to donate any days to the Sick Leave Bank: _____

Signature

Date