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Replacement Policy for GDCA and GBGH Dated May 19, 2025

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 but allowable remaining 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. It is not designed to replace an employee's individual “sick leave savings.”

Certified Sick Leave Bank Administration

The certified sick leave bank will be administered by the Teachers Advisory Council (TAC). Staff members chosen for TAC are elected by the staff at each school building. All decisions by the council related to members drawing sick leave from the bank must be submitted to the Board of Education for final approval.

Classified Sick Leave Bank Administration

The classified sick bank will be administered by the Classified Advisory Council (CAC). Staff members chosen for CAC will be office managers, head custodians, someone from transportation, food services, technology, and others deemed appropriate to join. All decisions by the council related to members drawing sick leave from the bank must be submitted to the Board of Education for final approval.

Administrative Sick Leave Administration

Administrative sick leave requests will first be considered by the Superintendent’s Cabinet with a recommendation to the appropriate council for consideration. That council will receive the cabinet’s recommendation and consider the request as it would any other request. Administrators with CDE licenses will pull from the certified sick leave bank. Administrators without licenses will pull from the classified sick leave bank. Decisions by the appropriate council related to administrative members drawing sick leave from the bank must be submitted to the Board of Education for final approval.

Administrative Procedures

A. There will be an open enrollment each fall at the beginning of the contract year. All applications for membership or written refusal to apply for membership must be returned within 30 days of the beginning of their contract. All staff may voluntarily join the bank if they are willing to contribute one of their discretionary days to the bank during their first two years of membership. Contributions and benefits for part-time employees shall be administered on a pro-rated basis. New employees at other times of the year will have an opportunity to join within the first 30 days of employment.

B. Applications and a copy of this procedure will be provided at the beginning of the school year for certified employees, or upon hire for classified employees or certified employees hired at other than the beginning of the school year. The completed application must be delivered to the Human Resources department. The TAC and CAC will be informed each year of new memberships and bank totals.

C. Membership in the Sick Leave Bank automatically continues from year to year unless a written resignation from the Sick Leave Bank is received by June 30th of any year. Except as provided in subparagraph J, no additional sick day donations are required to continue membership from year to year after the second year. No sick days will be returned upon resignation.

D. Members may draw from the sick leave bank after all but two (2) discretionary leave days have been used. For employees who also accumulate vacation, that employee must also use all but five (5) days of vacation prior to accessing the Sick Leave Bank.

E. Application for sick bank leave days may be made only when the employee or immediate family member has:

1) A specific and or continuing illness or injury, including illness or injury associated with pregnancy or childbirth, that will result in the loss of ten or more consecutive days, or
2) A specific and or continuing illness or injury, including illness or injury associated with pregnancy or childbirth, that will result in more than fourteen absence days during one school year, or
3) Maternity/paternity leave not resulting from an illness or injury that has been approved by the TAC/CAC, and shall not exceed 10 days contributed from the sick bank.
4) Requests for pregnancy-related illness or injury do not necessarily preclude the ability to submit a separate request for maternity/paternity leave not resulting from illness or injury. Approvals of multiple requests, up to the limits of this policy are at the discretion of the appropriate approving council and board approval.

F. Pre-existing condition eligibility will be determined by the language in the district group health insurance policy.

G. Sick leave bank withdrawal days are not cumulative from one school year to the next. Eligibility procedures for Sick Leave Bank use begin anew each contract year.

H. All leave withdrawals are restricted to the current work year, as defined by the Board of Education approved school year calendar. The following maximums shall apply: 10 days for the first-year members, 25 days by a second-year member, 45 days by a third-year member and 60 days by a member of more than three years. Part time employees eligibility shall be pro-rated.

I. Members who have withdrawn the maximum days during one current work year must be considered second year members for the next year and are entitled to only 25 days.

J. Members shall donate days to the bank in accordance with the following formula.

All new members will donate one day each of the 1st two years of membership.

When the bank has between 500 and 749 days, the donation schedule shall be as follows: Members may donate one day from their accumulated personal sick days.

When the bank has between 0 and 499 days, all members will donate one day per year until the balance rises above 500. In the case that this replenishment of the bank leads to less than 250 days following this annual donation, all members may be asked to donate a second day to ensure viability of their sick leave bank as determined by the supervising council.

Human Resources will monitor sick bank leave balances on at least an annual basis, after membership drives at the beginning of each current work year. Usage trends by category of request will also be monitored at least annually. Such reports will be provided to TAC and CAC, as well as to the Board of Directors.

Sick Bank Leave benefits will be specifically presented to all employees at the beginning of each current work year and explained, to drive membership.

K. A completed application form and a statement from a licensed medical practitioner are required to initiate a request for sick bank leave. The documents are to be submitted to the Human Resources office. Certified applications will be forwarded to the Teacher Advisory Council. Classified applications will be forwarded to the Classified Advisory Council. Administrative applications will be forwarded to the Superintendent's Cabinet. Application materials may be found in the district human resources office.

L. As per policy GBGD, Workers' Compensation, an employee shall not be entitled to have access to the sick leave bank or to receive any benefits from the sick leave bank during the time the employee is eligible to receive workers' compensation disability payments.

CROSS REF.: GBGG, Staff Sick Leave

GBGE, Staff Maternity/Paternity/Parental Leave
GBGF, Federally-Mandated Family Leave
GBGD, Workers' Compensation