

# JEFFERSON COUNTY SCHOOLS

## Sick Leave Bank Guidelines

### Classified / Non-Certified Personnel

#### **PURPOSE**

The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave is exhausted. Elective cosmetic or body enhancement surgeries are not eligible for Sick Leave Bank days.

#### **ADMINISTRATION**

The Sick Leave Bank shall be administered by a committee of trustees. The committee shall be composed of five (5) members: two(2) members appointed by the School Board from its membership (same two serving on Teacher Sick Leave Bank), two(2) classified employees (one representing academic support workers and one representing other support areas), and the Director of Schools who shall chair the committee.

#### **RULES**

1. Any classified full-time employee shall be eligible to participate in the Sick Leave Bank. A minimum participation of twenty (20) employees shall be required to establish and maintain the Bank.
2. Any full-time classified employee who elects to participate in the bank shall initially have a maximum of three (3) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Employees electing to participate shall do so during the months of August, September, or October of any year. Donations of sick leave to the Bank are non-refundable and non-transferable.
3. If at any time the number of days in the Sick Leave Bank is fewer than twenty (20) or one (1) per member if there are more than twenty (20) members, or any time deemed advisable, the committee of trustees shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the employee.
4. By prior written notice to the committee a member may withdraw from Bank participation on any June 30. Membership withdrawal shall result in forfeiture of all days contributed.
5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.

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6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and/or annual leave, including all paid by Board extensions.
7. Leave grants from the Bank, recommended by the Board of Trustees, shall be in units of no more than twenty (20) consecutive days for the individual applicant. Applicants may submit request for extensions of such leave grants before their prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60). The maximum number of days any participant may receive as a result of any one illness or accident or recurring illness or accident, is ninety (90) days.
8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.
9. If the committee determines it necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.
10. Sick leave granted a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.
11. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security or the state or local retirement plan.
12. A member shall lose the right to obtain benefits of the sick leave bank by:
  - a. Resignation or termination of employment
  - b. Cancellation of participation which is effective on June 30<sup>th</sup> next
  - c. Refusal to honor such assessment as may be required by the Committee of Trustees
  - d. Being approved leave of absence with the exception of personal illness or disability leave
  - e. Retirement
13. Should lack of staff participation warrant dissolution of the Sick Leave Bank, the balance of sick leave days contributed shall be credited equally among the Bank's participants.

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**PROCEDURES**

1. Contributions to the Bank must be made on a Sick Leave Donation form.
2. All requests to draw upon the Bank must be made upon a Sick Leave Bank request form and submitted to the Committee of Trustees within thirty (30) calendar days of the first dates bank usage is requested. In extreme and unusual cases exceptions may be approved.
3. The committee shall act affirmatively or negatively on all applications within ten (10) calendar days of the application.
4. All requests drawn from the Bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician.
5. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the committee.
6. Any person submitting a request to draw on the Bank must have made his/her proper contribution for the fiscal year in which the request is made.
7. All records of the Sick Leave Bank shall be kept in the Central Office of the school system which handles regular sick leave records. The committee shall inform this office of all applications they approve and the amount of additional leave granted the member