

The purpose of the sick leave bank shall be to alleviate the hardship caused to an employee with recurring or extended illness, extending beyond the employee's accumulated sick leave. This excludes normal maternity care.

All District employees may participate in the sick leave bank. To Participate, each employee shall contribute two (2) sick leave days (non-refundable) from his/her accumulated sick leave the first year an one (1) sick leave day each subsequent year before September 15, unless the bank has accumulated more than 200 days. No contributions will be made by existing members when the bank contains 200 days. However, new members may join according to the original membership requirements.

There shall be a sick leave bank committee, consisting of not less than one secondary teacher, one middle school teacher, one elementary teacher, one classified employee (all of whom are contributors to the sick bank), and a building principal. The sick leave entitlement form provided to each employee at the beginning of each school year shall indicate membership in the sick leave bank.

The district Clerk shall keep a list of contribution members, total days in the bank, and total days used. A copy of this list shall be given to the leave committee by September 30<sup>th</sup> of each year. The Clerk will also be acting administrator of the sick leave bank committee.

Application to draw from the sick leave bank shall be submitted to the sick leave bank committee by the end of the month affected by the leave. Applications shall be accepted in advance. If the applicant is unable to apply for the grant personally, his immediate supervisor or an immediate family member may submit the application. The committee will not accept an application if the employee receives full salary from any type of insurance plan. If the employee receives partial salary

From this source, the committee would accept an application to make up the balance of the salary that is lost. The committee may require a doctor's written statement as to the nature of the illness at any time.

The committee shall review the request to determine edibility. Requests shall be approved or denied by the majority of the committee. Should a tie occur, the matter shall be referred to the Superintendent. The committee shall respond in writing to the applicant within three days after receiving the application, including rationale should the application be denied. If the request is denied, the employee will pay at their per diem.

A sick leave bank member cannot be granted more than 100 days in any one contract year ( August-

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June). Grants cannot carry over from one contract year to another. The individual is not required to repay grants from the sick leave bank.

The committee shall report all days granted by the committee to the District Office.

In the event that the sick leave bank becomes depleted and the committee determines that it needs to be replenished before the beginning of the next school year, each member will contribute one (1) additional day. Each member has the option to contribute as many days as he/she chooses unless the bank contains more than 200 days.



**LEGAL REFERENCE:**

**ADOPTED:**

June 14, 1999