

Sick Leave Bank – Certified Employees

Certificated employees, other than administrators, will, at their option, be eligible to participate in a sick leave bank. To participate, the employee will contribute two earned sick leave days to establish membership through application to the payroll department. These days will be deducted from the employee's annual sick leave entitlement. Results from subsequent years of the sick leave banks operation will determine the number of sick leave days each participant must contribute to keep the bank solvent. The contributed sick leave days will form a fund of sick leave days that will be available to all eligible participating employees upon recommendation of the Sick Leave Bank committee.

Use of the Sick Leave Bank will be restricted to members for the purpose of alleviating the hardship caused by absence from work necessitated by extended illness, accident or surgery (excluding work related injuries) beyond the employee's accumulated sick leave and personal leave. The maximum number of days allowed is determined in the Negotiated Contract.

Sick leave Bank days may be used for pregnancy provided medical complications occur.

Enrollment must be completed by October 1st of each year or within 30 days following initial employment, as is appropriate.

To be eligible for use of the Sick Leave Bank, employees must:

1. Be a contributor to the bank; and
2. Have been absent from work due to illness or accident (excluding work related injuries) for all their accumulated sick leave and personal leave days.

The Sick Leave Bank Committee will be made up of five (5) representatives appointed annually by the district administration and approved by the association. Application for use of the bank will be submitted to the committee for their approval by submitting a written request. The committee will review the request and determine the applicant's eligibility. The committee may require proof of illness at the time of the application and from time to time after a grant has been made. A simple majority is required for approval of any request.

Sick Leave Bank – Other Employees

Classified employees and administrators, will, at their option, be eligible to participate in a sick leave bank. To participate, the employee will contribute two earned sick leave days to establish membership through application to the payroll department. These days will be deducted from the employee's annual sick leave entitlement. Results from subsequent years of the sick leave banks operation will determine the number of sick leave days each participant must contribute to keep the bank solvent. The contributed sick leave days will form a fund of sick leave days that will be available to all eligible participating employees upon recommendation of the Sick Leave Bank committee.

Use of the Sick Leave Bank will be restricted to members for personal illness for the purpose of alleviating the hardship caused by absence from work necessitated by extended illness, accident or surgery (excluding work related injuries beyond the employee's accumulated sick leave, personal leave, vacation leave and comp time. Sick leave Bank days may be used for pregnancy provided medical complications occur. The maximum number of days will be the same as the certified employee bank.

Enrollment must be completed by October 1st of each year or within 30 days following initial employment, as is appropriate.

To be eligible for use of the Sick Leave Bank, employees must:

1. Be a contributor to the bank; and
2. Have been absent from work due to illness or accident for all their accumulated sick leave and personal leave days.

The Sick Leave Bank Committee will be made up of five (5) representatives appointed annually by the district administration and approved by the association. Application for use of the bank will be submitted to the committee for their approval by submitting a written request. The committee will review the request and determine the applicant's eligibility. The committee may require proof of illness at the time of the application and from time to time after a grant has been made. A simple majority is required for approval of any request.

Policy History:

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