

Irwin County Board of Education

BOARD POLICY	GBRIB
SICK LEAVE BANK	February 13, 2006/Revised June 11, 2007/May 11, 2009/Revised July 14, 2010

Sick Leave Bank

A Sick Leave Bank shall be sanctioned by the Irwin County Board of Education. Sick Leave Bank days shall be established from members' contributions of accumulated sick leave days. Members may withdraw days only within the guidelines established by the Sick Leave Bank Governing Committee.

Purpose

The purpose of the Sick Leave Bank is to provide sick leave (catastrophic reasons) to contributors after their own accumulated sick leave has been exhausted.

Administration of the Sick Leave Bank

1. A Sick Leave Bank Committee consisting of twelve (12) members who must be members of the Sick Leave Bank Pool shall administer the Sick Leave Bank. The superintendent shall designate the head principal of each school. The principal shall appoint representatives from his/her school. Reappointment and vacancies will be handled in the same manner. The superintendent shall be an ex- officio member.
2. The Committee shall have the responsibility of receiving, verifying, and approving or denying requests for Sick Leave Bank withdrawals. The Committee shall elect a chairperson, a vice-chairperson, and a secretary.
 - a. The Committee shall render a decision on all applications within ten (10) working days of receipt.
 - b. A group of seven (7) voting committee members shall be present to conduct the official business of the Sick Leave Bank Committee.
 - c. The decision must reflect a majority vote of the quorum. The decision shall be final, binding, and not subject to appeal.
3. The central office shall maintain all records of the Sick Leave Bank. The Committee chairperson shall inform the payroll department of all applications approved and the amount of additional leave granted the employee.
4. Members may be assessed one day per year after the initial assessment of two (2) days in order to keep the reserve pool operable. The Sick Leave Bank Committee may approve additional assessments to maintain a 60-day working reserve. Additional days will only be assessed on an as-needed basis.

5. All information submitted to the Committee will be handled in a strictly confidential manner. This includes donation forms, request for withdrawal forms, medical information, and Committee decisions.
6. Eligible **staff** electing not to participate in the original Sick Leave Bank Pool and abstaining from participation for a number of years but at a later date desire to enter the Sick Leave Bank Pool shall:
 - a. Contribute all previously assessed days determined by length of employment.
 - b. Be limited to a maximum of two units per application.
7. Any professional staff member who has retired and returned to employment in the Irwin County School System is not eligible for sick leave bank.
8. The applicant (**any full time employee who earns sick leave**) becomes a member by donating two (2) sick leave days to be deposited to the Sick Leave Bank Pool. Additional days may be assessed if member joins at levels 2-4. **New Membership requests will be accepted only during the inception enrollment period of August 1 - September 1 each year after the first full year of employment.**
9. OPEN ENROLLMENT AFTER THE INCEPTION YEAR SHALL BE WITHIN THE FIRST FIFTEEN (15) TEACHER WORKDAYS OF EACH NEW YEAR. The Bank must maintain a sixty (60) day reserve to keep it operable (see Procedures).
10. Donations of sick leave to the Sick Leave Bank Pool are not refundable or transferable.
11. Membership to the Sick Leave Bank is considered continuous unless the Committee receives written notice of withdrawal of membership within the enrollment period.
12. New members will be eligible for participation but shall be required to repay the Sick Leave Pool Bank twelve (12) days if he/she receives a withdrawal during the first year of employment. Employees with life changing events (marriage, divorce, birth or adoption of a child, etc) have 30 days to alter their membership levels with days to be assessed per membership level.

Procedures for Application for Sick Leave Bank Withdrawals

1. A member of the Sick Leave Bank shall be eligible to make application to the Bank provided that:
 - a. He/she has been absent due to personal illness, injury, surgery, or temporary disability for self or others identified on membership levels. An employee application must be made within one pay period following the catastrophic event or illness.
 - b. He/she has exhausted his/her accumulated leave.
2. In the event that a member is physically or mentally unable to make a request to the Sick Leave Bank, a family member or agent may file the request on the member's behalf.

3. All requests to withdraw days from the Sick Leave Bank shall be filed with the Committee on the Sick Leave Bank Request Form.
4. The Sick Leave Bank Request Form shall be accompanied by a physician's statement verifying illness and attesting to the individual's incapacity to perform assigned duties.
5. An applicant **MAY BE** required to undergo at his/her own expense a medical review by a physician approved by the Committee.
6. Leave grants from the Bank shall be in units of 20 workdays.
7. Applicants may submit requests for extensions of leave before their prior grant expires.
8. The maximum number of units any member may receive within a five year period is three. The five year period begins with the initial withdrawal.
9. All leave granted within a fiscal year, but not used by the member, must be returned to the Sick Leave Bank.
10. Sick leave granted by the Committee to a member with more than one year of membership does not have to be repaid. First year members will be eligible for participation but shall be required to repay the sick leave pool twelve days.
11. Each member shall sign an Authorization Form stating that he/she is aware of the provisions of the Sick Leave Bank and also that he/she relieves the Committee and the Irwin County School System from any liability as a result of action taken by the Committee.
12. Any worker's compensation will be deducted from the base salary of any employee to whom Sick Leave Bank benefits are granted. No profit can be made from illness or disability.

Sick Leave Bank Committee

All head principals or their designee

One (full time employee who earns sick leave) employee from the education center

Three (full time employee who earns sick leave) employees from the elementary school

Two (full time employee who earns sick leave) employees from the middle school

Two (full time employee who earns sick leave) employees from the high school

Superintendent - Ex Officio member

Officers – chairperson, vice-chairperson, secretary

OPEN ENROLLMENT AFTER THE INCEPTION YEAR SHALL BE WITHIN THE FIRST FIFTEEN (15) TEACHER WORKDAYS OF EACH NEW YEAR.

Adopted by the Irwin County Board of Education October 9, 1989. Revised June 7, 1999.

Irwin County Board of Education

Revision Summer 2010

PERSONNEL SICK LEAVE BANK LEVELS OF MEMBERSHIP AND CONTRIBUTIONS

Divisions of Sick Leave Bank Membership:

1. Member of Sick Leave Bank employee benefit.
2. Member of Sick Leave Bank spouse benefit (must name spouse).
3. Member of Sick Leave Bank children benefit (must list names)
4. Member of Sick Leave Bank parent benefit (must list parents).

Initial Membership at each Level (1-4). Please sign your name in the blank provided for each level of membership that you are enrolling.

_____ (1) Level One - Member only. Initial assessment of (2) two days of accumulated sick leave.

_____ (2) Level Two - Member plus spouse. Must be a member at Level One plus assessment of (1) additional day of sick leave.

List Spouse's Name: _____

_____ (3) Level Three - Member plus children. Must be a member at Level One plus assessment of (1) one additional day of sick leave.

List Children's Names: _____

_____ (4) Level Four - Member plus parents. Must be a member at Level One plus assessment of (1) one additional day of sick leave.

List Parents' Names: _____

_____ (5) Level Five – Member Declines Enrollment

I understand and am aware of the provisions of the Sick Leave Bank Policy and agree by signing below that I am relieving the Irwin County Board of Education and the Sick Bank Committee from any liability as a result of action taken by the Committee.

Signature

Date

Print or Type Name