

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide additional sick leave for those eligible employees who have long-term (10 consecutive days) illness or injury and who have exhausted their sick leave.

The Bank will be maintained as long as at least one-third (1/3) of the eligible employees agrees to participate and will be declared inoperative at a specified time to be determined by the Sick Leave Bank Committee.

Membership Eligibility

Eligible employees are those who are members of the Virginia Retirement System (VRS) and who earn sick leave benefits according to division policy.

Membership shall be voluntary on the part of the employee.

Enrollment Period

1. An eligible employee becomes a member of the Sick Leave Bank by submitting the Sick Leave Bank Enrollment Form. By completing this form, the employee donates two (2) days of his/her sick leave to the Sick leave Bank and one day thereafter whenever an assessment is required.
2. An employee may enroll within the first thirty (30) days of employment.
3. An employee who does not enroll when first eligible may do so between any subsequent August 20 to September 20 by completing a Sick Leave Bank Enrollment Form.
4. Membership in the Bank shall be continuous unless the employee informs the Sick Leave Bank Committee in writing of his/her intent to discontinue participation at the time that an additional assessment is required in order to maintain the Sick Leave Bank. Employees that discontinue participation in the Sick Leave Bank (beginning with the 1999-2000 school year) will be required to donate five (5) days of his/her sick leave to rejoin the Sick Leave Bank and one (1) day thereafter whenever an assessment is required. This change is effective July 1, 2013.

Procedures Concerning Use

1. Sick Leave Bank members must exhaust their own sick leave prior to drawing from the Sick leave Bank.
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2. A member must make application for the use of the Sick Leave Bank entitlement by completing and filing a Sick Leave Bank Utilization Application with the Sick Leave Bank Committee.
3. For the participating member to be eligible to receive sick leave benefits, a doctor's certificate is required. This certificate is to be submitted to the committee and must contain the job title of the applicant, the nature of illness or disability, a statement that the member is totally unable to work as a result of the illness or disability, the approximate length of absence, and if the leave benefits are sought for absences before the date of the application or within 30 days after, an explanation for the timing of the application.

All applications will be reviewed by the Sick Leave Bank Committee whose decision to approve or disapprove the application will be final, binding, and not subject to appeal.

4. The committee chair shall maintain a current list of Bank members, and a list will be made available to each building principal and to members of the Sick Leave Bank Committee no later than November 1 of each school year.
5. A "day" in each case refers to the number of hours per day the employee works. For example, for full-time educational employees, a day is eight (8) hours; for teachers, a day is seven and one-half (7 ½) hours.
6. For first-time enrollees to the Sick Leave Bank, the first thirty (30) consecutive days of illness or disability will not be covered by the Bank but must be covered by the employee's own accumulated sick leave or leave without pay.
7. Employees on Worker's Compensation shall not be permitted to draw from the Bank.
8. A member may discontinue participation by giving written notice to the committee within ten (10) calendar days from the date of notification of any additional assessment to be made.
9. An individual member may draw thirty (30) contract days from the Bank during any one fiscal year. Any period of eligibility must be consecutive except as provided below. If the member suffers a recurrence of the same illness, disability or condition that resulted in the initial utilization of Sick Leave Bank benefits and if the member has not drawn the maximum number of days [thirty (30) for one school year], then the member will not be required to complete an additional

eligibility period of thirty (30) consecutive working days prior to being eligible for continuation of Sick Leave Bank benefits.

10. Any Sick Leave Bank days not used at the end of one school year will carry over to the next school year. The committee shall make an annual audit with a report to all members and to the Superintendent and School Board.
11. Upon termination of employment or withdrawal of membership from the Bank, a participating employee shall not be permitted to withdraw his/her contributed day(s).
12. Sick Leave Bank days are for employee use only and do not apply to absence due to family illness.
13. Eligible personnel upon retirement have the option to voluntarily donate any number of accumulated sick leave days to the Sick Leave Bank.

Additional Assessment

1. Members of the Bank shall be assessed a maximum of one (1) day of sick leave per year if the Bank falls below ninety (90) days. A member may withdraw from the Bank if he/she does not accept the additional assessment but shall lose all contributed days to that point. Members who do not have leave to contribute will be assessed this one day from the first sick leave subsequently accumulated. Notification of such assessment shall be sent to each member at the time it is determined to be necessary, and the assessment shall be made unless the participant chooses to cease membership in the Bank. A member not wishing the assessment may terminate membership in the Bank by notifying the committee, in writing, within ten (10) working days from the date of the notice.
2. In order to ensure the continuation of the Sick Leave Bank, members of the Bank shall be assessed a maximum of one-half (1/2) day of sick leave each year effective at the beginning of the 2011-2012 school session. A member may withdraw from the Bank if he/she does not accept the additional assessment but shall lose all contributed days to that point. Members who do not have leave to contribute will be assessed this one-half (1/2) day from the first sick leave subsequently accumulated.

3. The assessment of one-half day shall be made unless the participant chooses to cease membership in the Bank. A member not wishing the assessment may terminate membership in the Bank by notifying the committee, in writing, prior to September 20 of the current school session.

Records

1. The Sick Leave Bank will be administered by the School Board through a five-member advisory committee whose membership shall be approved annually by the Board and will be comprised of two teachers (one of whom shall be the president of the PEA [or designee]), one non-instructional person, one building administrator, and the payroll clerk. The committee members, as recommended by the Human Resources Office, will be submitted to the School Board for approval prior to September 1 of each year. The committee shall select its chairperson. The committee will be responsible for reviewing and recommending appropriate procedures (with School Board approval) for the operation and maintenance of the Bank.
2. The payroll clerk has the responsibility for notifying the committee when additional Bank assessments are needed.
3. The payroll clerk shall maintain the Sick Leave Bank records.
4. If the Sick Leave Bank shall become inoperative for any reason, the balance of days shall first be distributed to those members receiving benefits. From the remaining balance, the committee will determine distribution of days to participating members.

Adopted: July 8, 1997

REVISED: August 10, 2004
March 14, 2006
September 8, 2009
November 9, 2010
July 12, 2011
November 8, 2011
August 14, 2012

Legal Refs.:

Cross Refs.:

SICK LEAVE BANK ENROLLMENT FORM

Please review School Board Policy for terms and conditions of participation in this program. After reviewing this information, please complete and return this form to the Human Resources Office. **Please note that once you have enrolled, you do not have to re-enroll on an annual basis. Members will be notified whenever an assessment is required.**

(PLEASE PRINT)

Name _____
Last First Middle Initial

Social Security Number/Employee ID# _____

School or Worksite _____

Assignment _____

_____ I will participate in the Sick Leave Bank and agree to comply with the terms and conditions specified in School Board Policy.

_____ I will not participate in the Sick Leave Bank.

Date

Signature of Employee