

ADMINISTRATIVE GUIDELINES

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE BANK

6.911G

ADMINISTRATIVE GUIDELINES STATEMENT:

- I. Membership: Any full-time regular employee (as defined herein) with at least 9 days of accrued sick leave, as of the end of the enrollment period, may enroll in the Sick Leave Bank by voluntarily authorizing contribution of newly earned sick leave days to the bank between November 1st and December 15th of any school year. A full-time regular employee is defined as any employee who occupies a regular position for the time available for the position or class. Application for membership in the sick leave bank is to be made on a form provided by the Board. Any sick leave day donated to the bank by an employee will not be returned to the employee except as part of authorized sick leave bank benefits.
- II. Establishment and Duration: The sick leave bank will not come into existence until at least 200 days are deposited and shall remain in existence until terminated by Board action.
- III. Replenishment of Contribution: All participating members shall contribute one additional newly accrued day whenever in February or November the bank diminishes to a balance of a number of days which is less than 50% of the number of members in the bank.
- IV. Bank Utilization: In the event of illness or injury of a participating member, necessitating the absence of that employee from work over an extended period of time of more than ten (10) unpaid working days, a participating employee may receive paid leave under the following conditions:
 - A. Any sick leave drawn from the bank by a participating member must be used for the said member's personal illness, personal accident, or personal injury.
 - B. An employee must have exhausted all other forms of earned leave to become eligible for sick leave bank benefits.
 - C. Application for use of the sick leave bank must be made on a form secured from the Superintendent's Office and shall include:
 1. A doctor's statement certifying the illness or accident and the necessity for the protracted leave.
 2. Certification by the employee of the date on which all sick leave will be exhausted and the date on which the sick leave bank benefits are requested.

- D. After all Sick Leave Bank policy guidelines and procedures have been met, including medical verification, the Sick Leave Bank will commence to pay the individual. Payment will be made for the days drawn from the Sick Leave Bank in the next pay period. Reapplication to the Sick Leave Bank, including medical verification, shall be required for each 20-day increment. In no instance may individuals draw more than 60 days from the Sick Leave Bank for a single illness.
 - E. An employee who is a member of the sick leave bank will not be eligible to use sick leave from the bank if the employee has been granted: leave for illness or injury in the line of duty, or other approved leaves.
- V. Approval of Requests for Utilization of Sick Leave Bank: All approval of requests for utilization of sick leave bank benefits shall be made by a committee. The committee shall be composed of 5 voting members. One of the members of the committee will be an administrator who is a member of the sick leave bank and appointed to the committee by the Superintendent. Two of the members of the committee will be sick leave bank members who are teachers elected by the teachers who are sick leave bank members. Two of the members of the committee will be non-instructional employees who are members of the sick leave bank and appointed by the Superintendent. The Superintendent will appoint a permanent chairman for the committee. The chairman will be a non-voting member.
- A. The decision of the sick leave bank committee to grant or refuse to grant sick leave bank benefits shall be final and binding.
 - B. The sick leave bank committee will keep minutes of its meetings.
 - C. The sick leave bank committee will certify to the Superintendent's Office those persons eligible for sick leave bank benefits and the number of days awarded in each instance.
 - D. The Superintendent's office shall keep records of the use of the sick leave bank and the number of days remaining available.
 - E. The sick leave bank committee shall annually report to the members a review of current sick leave bank and a review of the activities of the sick leave bank for the preceding year.
 - F. The sick leave bank committee shall not award more benefits than those available at the time of the award in the sick leave bank.

- VI. Abuse of Sick Leave Bank: If an employee is found to have abused the use of the sick leave bank, the employee shall repay all of the sick leave credit drawn from the bank and be subject to such other disciplinary action as determined appropriate by the School Board. Investigation of alleged abuse shall be made by the Superintendent or his designee.
- VII. Withdrawal of Participation: A participating employee who chooses to withdraw from participation in the sick leave bank shall not withdraw any sick leave already contributed. Withdrawal will be effective immediately upon receipt by the Superintendent's office of a written indication of intent to withdraw.
- VIII. Hold Harmless: The members of the sick leave bank shall individually and collectively hold the bank, its officers and agents harmless for the cost and results of any of its members, group or groups of members, or any other groups, agencies of law, with respect of the establishment, administration or expenditure of assets of sick leave bank.

**REFERENCES: Negotiated Agreement – Citrus County School Board and
Citrus County Education Association**

HISTORY:

ADOPTED: 10/23/1990
REVISION DATE(S): 08/21/2003, 11/17/2005, 03/20/2008
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