

Sick Leave Bank

A sick leave bank shall be established, based upon personal sick leave days contributed by employees to the bank, to provide a source of leave beyond an individual employee's accumulated sick leave for employees whose illness(es) cause them to exhaust their accumulated sick leave.

To become a member of the sick leave bank, an employee shall donate one personal sick leave day each year for the first three years the employee is a member. If, at any time, the balance of days in the sick leave bank drops below one hundred days, participating employees will be required to donate one additional day per year until the balance in the bank equals or exceeds one thousand days. In the event an employee chooses not to participate in the bank, or wishes to withdraw from the bank, the employee must provide written notice to the Human Resources Director.

A Sick Leave Bank Committee shall consist of the President of the Association or such person's designee, the Superintendent, and the District's Human Resources Director. The Committee shall be governed by guidelines which shall be drafted by the Committee, reviewed by legal counsel for the District and the Association, and approved by the District and the Association. The Committee shall review applications for the use of sick leave bank days, shall apply the guidelines in good faith, and shall approve or deny the application. The Committee's decision may be appealed to the Board of Education, whose decision shall be binding.

A member of the sick leave bank seeking to utilize days from the bank must submit a written application to the Sick Leave Bank Committee (through the Superintendent's office). Before approving the application, the Sick Leave Bank Committee may require the member to submit verification from the member's physician that the member is unable to work and the estimated period of recovery.

A member of the sick leave bank may draw days from the sick leave bank only after exhausting the member's accumulated sick leave.

No member may use more than sixty days from the sick leave bank in any school year.

Note: A separate agreement has been made for employees governed under the AFSCME contract.

August, 2000

CROSS REFS.:

Administrative Policies:

GBMC, Staff Federally-mandated Family Leave

GBME, Staff Sick Leave

GBMG, Staff Maternity Leave

[Revised July, 2004]

Lake County School District R-1, Leadville, Colorado