

Sick Leave Bank

A sick leave bank shall be provided for eligible district employees in accordance with this policy, unless otherwise provided by negotiated agreement.

The sick leave bank shall be based upon paid time off (PTO) leave days contributed by employees to the bank. The purpose of the sick leave bank is to provide a source of leave beyond an individual employee's PTO leave for employees whose illness(es) cause them to exhaust their PTO leave.

To become a member of the sick leave bank, an employee shall donate one PTO 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 manager.

A sick leave bank committee shall consist of the president of the Lake County Education Association and two additional members of the association, the superintendent, the district's human resources manager, and the sub coordinator. 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. The Board's 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 current and accrued PTO leave.

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

For purposes of this policy, eligible district employees shall include all employees not covered by the AFSCME union contract.

Adopted: August 2000
Revised: July 2019
Revised: September 2020

CONTRACT REFS.: LCSD/LCEA Teacher Contract – Article 10, Leaves; Section 10.4, Sick Leave Bank
AFSCME Union Contract – Article 1, Union Security; Section 1, Open Union Shop

CROSS REFS.:

Administrative policies:

GBGF, Federally-Mandated Family and Medical Leave

GBGG, Paid Time Off (PTO)