

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. As per the 2022-2023 Master Agreement, the sick bank will consist of two banks. One bank will be managed and donated to for all employees covered under the Master Agreement with LCEA (Lake County Education Association). One bank will be managed and donated to from all employees not covered by the LCEA Master Agreement or the AFSCME contract. The purpose of the sick leave banks are to provide a source of pay for leave beyond an individual employee's paid time off (PTO) leave for employees whose illness(es) cause them to exhaust their PTO leave.

To become a member of a sick leave bank, a qualifying employee shall donate one PTO leave day each year for the first three years to their designated bank. If, at any time, the balance of days in the sick leave bank drops below one hundred days, participating employees of the designated bank will be required to donate one additional day per year until the balance in the bank equals or exceeds the threshold for each bank (LCEA-700 days/LCSD-300 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 member of the sick leave bank seeking to utilize pay from the bank must submit a written application and a medical provider's statement to LCSD Human Resource.

- LCEA Members: Human Resource will forward on all requests of all employees represented by LCEA to LCEA President or their designee. LCEA will report the documentation and outcome to the HR Director and employee.
- LCSD Members: Human Resource will report the outcome to the employee.

Before approving the application, a member may be required 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
Revised: June 2022

CONTRACT REFS.: LCSD/LCEA Master Agreement – 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)