

SICK LEAVE BANK and COMMITTEE GUIDELINES

All Administrators, Certified, Classified, and Professional staff who accrue sick leave are eligible to become members of the Sick Leave Bank. Staff may join the sick leave bank by notifying Human Resources and contributing one (1) day of sick leave to the Sick Leave Bank within one month after the beginning of the current school year or within ten (10) days of employment in the case of a mid-year hire. Members shall be automatically renewed for each school year thereafter unless the member provides written notice of withdrawal to Human Resources. If the composite Sick Leave Bank drops to less than one hundred days, one (1) additional day will automatically be withheld from all members' sick leave and members will be notified accordingly.

Members may only use the Sick Leave Bank days when the member's serious health condition prevents him/her from performing at least one of the essential functions of his/her position. Sick Leave Bank members will not be allowed to use Sick Leave Bank days until they have exhausted all accrued leave, including all accrued vacation, personal, wellness, and sick leave (as applicable). Members seeking to utilize Sick Leave Bank days(s) must submit an application for use of Sick Leave Bank days to the Human Resources department. The application materials shall include a diagnosis and prognosis from the staff member's licensed medical provider, along with a timeline of the expected absence.

All such requests shall be approved or denied by the Sick Leave Bank Committee. The Committee shall consist of 7 members appointed by the Superintendent, comprised of four (4) certified staff, one (1) classified staff, one (1) school administrator, and one (1) School Board member.

Use of Sick Leave Bank days beyond those equal to a staff member's accrued sick leave balance when the serious health condition occurred, shall (in addition to any automatic withdrawals imposed on all members) be repaid at four (4) days per year. Days granted by the Sick Leave Bank Committee will be through the conclusion of the fiscal year. If a staff member resigns or retires and days are still owed, the staff member must repay the days at the substitute rate of pay per day. Once the days are repaid, these days will be added back to the Sick Leave Bank.

The maximum number of sick leave days utilized by staff members from the Sick Leave Bank in a given fiscal year shall be the number of work days in a staff member's contract.

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COMMITTEE GUIDELINES

1. All information submitted to the Sick Leave Bank Committee will be provided in an anonymous format so that no individual applicant can be personally identified by a member of the committee. To ensure confidentiality, the applicant shall submit all requested information to the Human Resources department, who will prepare all materials necessary for the Sick Leave Bank Committee's consideration.
2. Past attendance and use of sick leave days on previous occasions will be considered when the requesting staff member applies for days from the Sick Leave Bank. A summary of this information shall be provided to the Committee along with the application. The Superintendent shall also provide his/her recommendation with respect to the member's request to the Committee.
3. Staff may request use of sick leave days in the event of pregnancy complications that are verified by the employee's licensed medical provider.
4. Following the decision of the Sick Leave Bank Committee, the Human Resource department will notify the requesting staff member in writing of the committee's decision. The decision of the committee is final and is not subject to further review by the school district administration.
5. If an applicant has been denied days by the Sick Leave Bank Committee, he/she will be referred to the Human Resource department to review other options.
6. All records for the Sick Leave Bank will be kept in the Human Resources department.
7. The Committee will endeavor to act on applications within ten (10) school days after Human Resources has received an application for Sick Leave Bank days.
8. All requests must be submitted with an application at the earliest possible time. In an emergency, requests may be made verbally, but must be followed by a written application at the earliest possible time.
9. Any questions concerning the Sick Leave Bank should be referred to the Human Resources department.

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10. Resignation from the Sick Leave Bank must be made in writing to the Human Resources department. Sick Leave days previously donated will not be returned. Members can resign from the Sick Leave Bank at any time; however, if they choose to re-enter, they will be treated as a new member and will be requested to give one day of their sick leave for the Sick Leave Bank.
12. The Human Resources department will periodically (as needed) report the status of the Sick Leave Bank to the Board of Trustees.

See also policies:

GCC/GDC Staff Leaves and Absences

First Reading: 3-3-25
Second Reading: 4-7-25