

SICK LEAVE BANK COMMITTEE GUIDELINES

1. To request days from the Sick Leave Bank eligible staff members must submit an application to the Human Resources Office. The application materials shall include a diagnosis and prognosis from the staff member's licensed medical provider along with a timeline.
2. Sick Leave Bank requests will be reviewed by the Sick Leave Bank Committee for approval. 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 Office, who will prepare all materials necessary for the Sick Leave Bank Committee's consideration.
3. 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.
4. Staff may request use of sick leave days in the event of pregnancy complications that are verified by the employee's licensed medical provider.
5. 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 the rate of one (1) day per year for staff that accrue less than ten (10) sick leave days each year, and four (4) days per year for staff that accrue then (10) or more sick leave days each year. For example,
 - Jane Doe had thirty (30) days sick leave when injured in an accident. After missing thirty (30)

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days of work, she was then eligible to apply for thirty (30) days of sick leave through the Sick Leave Bank, because she still needed to be on leave as a result of the accident. These thirty days would not have to be repaid to the District. If additional days are needed, she could apply a second time to the Sick Leave Bank Committee for days that would have to be repaid to the District. The additional days, if approved, would have to be repaid at the rate of one (1) day per year for staff that accrue less than ten (10) sick leave days each year, and four (4) days per year for staff that accrue ten (10) or more days per year. Therefore, she would receive her annual days of sick leave minus the days being repaid until the additional days are repaid in full. Days granted by the Sick Leave Bank Committee will be through the conclusion of the fiscal year. If the 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.

6. Following the decision of the Sick Leave Bank Committee, the Human Resource Office 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 school district administration.
7. If an applicant has been denied days by the Sick Leave Bank Committee, he/she will be referred to the Human Resource Office to review other options.
8. All records for the Sick Leave Bank will be kept in the Human Resources Office.
9. The Committee will endeavor to act on applications within ten (10) schooldays after Human Resources has received an application for Sick Leave Bank days.

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10. 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 an application at the earliest possible time.
11. Any questions concerning the Sick Leave Bank should be referred to the Human Resources Office.
12. Resignation from the Sick Leave Bank must be made in writing to the Human Resources Office. Members can resign from the Sick Leave Bank at any time; however, if they choose to re- enter, their membership they will be treated as a new member and will be requested to give one day from their sick leave for the Sick Leave Bank.
13. The Human Resources Office 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: 12-9-19
Second Reading: 1-13-20