

SICK LEAVE BANK

All Administrators, Certified, Classified and Professional staff are eligible to become members of the Sick Leave Bank. Staff may join the sick leave bank by 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. 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 Superintendent shall provide his/her recommendation with respect to the request to the Committee. 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 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 sick leave days each year.

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.

See also policies:

GCC/GDC Staff Leaves and Absences

First Reading: 12-9-19

Second Reading: 1-13-20