



Leeds City Schools
Sick Leave Bank Membership

Classified

Certificated

Employee # _____

_____ I wish to be a member of the Leeds City Schools Sick Leave Bank and hereby authorize that five (5) days from my sick leave be placed on deposit in the sick leave bank.

_____ I am currently and wish to remain a member of the Leeds City Schools Sick Leave Bank.

_____ I do not wish to be a member of the Leeds City Schools Sick Leave Bank.

_____ I wish to withdraw my membership from the Leeds City Schools Sick Leave Bank.

Employee Name _____
(PLEASE PRINT)

(Signature of Employee)

(Date)

.....
Payroll Department Use ONLY

Date Received By Payroll: _____

Date Entered By Payroll: _____

Entry Done By: _____



Leeds City Schools
Sick Leave Bank
Guidelines

A. Purpose

The Leeds City School System Leave Bank (SLB) for All Full-Time Personnel is established to provide a loan of leave days for its participating members after their accumulated sick leave days have been exhausted. It is the purpose of the SLB to allow any school employee who earns sick leave and who wishes to participate to also have access to the catastrophic sick leave provisions as established by law.

B. The Sick Leave Bank Committee

1. ***Composition-*** The SLB Committee shall consist of five members. Four of these members shall be members of the SLB and are to be elected by the participating members of the SLB. The remaining member shall be appointed by the Superintendent and serve as chairperson.
2. ***Terms of office-*** Members of the SLB Committee will serve a term of one year. The terms of office shall begin on October 1st and expire on September 30th.
3. ***Administration and Policies-*** the SLB Committee is charged with the administration, operation, and the establishment of policies of the SLB. The Committee shall also take any other actions deemed necessary for the effective and efficient operation of the SLB consistent with these Guidelines.
4. **Duties of the SLB Committee**
 - a. Meetings- meetings of the SLB shall be scheduled as needed. Additionally, meetings may be called by the Chairperson or by the majority of the Committee.
 - b. Review by SLB Committee-The SLB Committee shall have authority to review and approve or disapprove any requests for catastrophic leave. The Committee may routinely request recertification of any illness for which catastrophic leave is taken if absence from work exceeds sixty (60) days.
 - c. Authority of Committee- The SLB Committee shall have the authority Conferred upon it by state law and Board policy. The committee shall have exclusive and final authority to approve or deny applications from the Sick Leave Bank. The decisions are made exclusively by a majority recorded vote.

- d. Forms- The SLB Committee is charged with the responsibility of distributing the necessary forms so that all eligible employees will have reasonable access to the forms and membership. All forms shall be available at the Leeds City School System Central Office.
- e. The SLB Committee shall review all applications for loans from the SLB and make decisions on approval of such loans except as provided for pertaining to catastrophic leave.
- f. Abuses-Any alleged abuse of the SLB shall be investigated by the Committee and, on a finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the SLB and is subject to appropriate disciplinary action.

C. Eligibility and Participation

- 1. **Participation-** Any full-time employee of the Leeds City School System possessing five (5) days of earned and accumulated sick shall be eligible to participate in the Leeds City School System Sick Bank.
- 2. **Enrollment in the Sick Leave Bank-**In order to participate, an employee must first enroll in the SLB on the application form developed by the SLB Committee. A new employee may enroll upon being hired by the City of Leeds Board of education. Current employees who are not members of the SLB may enroll during open enrollment.
- 3. **Open enrollment-**Open enrollment will be held at the beginning of each scholastic school year. The open enrollment period will be held for thirty (30) days from the first teachers' workday for the year.
- 4. **Depositing Sick Days-** Each employee shall be required to deposit five (5) sick days of earned and accumulated sick days in order to participate in the SLB. New employees or new SLB members may be credited with five (5) days at the beginning of the scholastic year to enable an employee to join the bank; however, said employee shall be required to deposit said days as they are earned during the scholastic year.

D. Sick Leave Loans

A member of SLB may borrow ten (10) sick leave days more than the employee has on deposit in the SLB up to a maximum of fifteen (15) days. All members must use the SLB forms and all requests are subject to review by the SLB Committee.

E. Incapacity of Employee

If a participating employee is incapacitated, an application for a loan from the SLB may be submitted on his or her behalf by the agent or member of the immediate family of such employee.

F. Catastrophic Leave

When a member of the SLB is incapacitated is suffering from catastrophic illness, upon depleting all of his or her personal and sick leave days, the SLB participant may be eligible to borrow sick leave days directly from other members of the SLB.

- a. ***Definition of Catastrophic Illness-*** Catastrophic illness is any illness, injury, or pregnancy or medical condition related to child birth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time. For purposes of these rules and regulations, an extended period of time is deemed to be either of the following:
 - i. Thirty (30) consecutive work days
 - ii. A period of three (3) months or greater wherein an employee is undergoing a course of treatment for a catastrophic illness which causes an employee to be absent from work for at least three (3) days in each work week during that period.
- b. ***When leave may be taken-*** The committee has determined that catastrophic leave should be utilized when no other options are available and as a last resort. Accordingly, catastrophic leave may be applied for only if the participating employee is suffering from a catastrophic illness or if an immediate family member is suffering from said illness
- c. ***Application and Certification-*** Any SLB participant desiring to utilize catastrophic leave must first submit an application for catastrophic leave from the Human Resources Department. All applications for must be accompanied by written certification of the illness. Certification must be by a licensed physician and must be on a Committee-approved form specifying the nature of the illness and the expected duration of the incapacity.
- d. ***Donation of Days-*** Only enrolled and participating members of the SLB may donate days to the SLB to be designated for specific employee suffering form catastrophic illness. In addition, sick leave days may be donated by another duly established sick leave bank for use by a particular employee suffering a catastrophic illness.
- e. ***Employee Donation of Days-*** Employee donations will be solely at the discretion of the donating employee: however, under no circumstances shall the donating employee donate more than thirty (30) days to the employee utilizing catastrophic leave. Donated days will not be repaid by the benefiting employee or by the Board. The donation is a gift to the beneficiary employee, and the donating employee will not be compensated financially for that gift.

f. **Reversion of Days**-Any days donated for catastrophic illness will be applied in order of donation, and any days donated and not used by the suffering employee will revert back to the donating employee. If days are donated by more than one employee and are not fully utilized, the days will revert back to donating employees in reverse order of donation

(last days donated will be the first days credited back). Any such reversion of unused donated days shall not occur until the expiration of thirty (30) days after the beneficiary employee has returned to work.

g. **Use of Sick Days**- Catastrophic leave is intended to be available to members of the SLB only as a means of last resort. Accordingly, an employee must utilize all accrued personal leave days and sick leave days and any days that are earned each month during the leave before utilizing donated days. The employee is eligible, up to fifteen (15), from the bank before being considered for catastrophic leave. If the employee borrows and utilizes the maximum number of days and then qualifies for catastrophic leave for the same condition, donated catastrophic sick leave days may be used to repay the outstanding loan to the SLB.

G. Withdrawal from Participation- Any employee wishing to withdraw from Participation in the SLB may do so if there is no outstanding loan of sick leave in excess of five (5) days to such employee. Withdrawals from participation in the Bank may be made during open enrollment for the Sick Leave Bank, or upon departure from the school system. At the effective date of an employee's withdrawal from the Bank, any days remaining, after reduction of days for outstanding loans from among the employee's original five (5) days deposited in the Bank, will be restored to his or her sick leave accumulation outside the Bank.

H. Separation from Employment or Resignation of Participating Member- Any participating employee who resigns, who is terminated, or who is otherwise separated from employment with an outstanding loan from the Sick Leave Bank shall reimburse the Bank for the outstanding loan. In order to reimburse the Bank, the employee shall automatically have the value of said loan deducted from the employee's last paycheck shall be calculated by using the prevailing daily rate of pay appropriate for participating employee.

I. Repayment of Borrowed Sick Leave Days- Outstanding loans of sick leave days shall be repaid by borrowing employees as sick days are accrued, except in case of an employee's resignation or other separation of employment addressed elsewhere in these rules and regulations. Sick days may only be repaid through accumulation or through financial reimbursement as outlined in state law, Board policy and elsewhere in these rules and regulations.

J. Dissolution of the Sick Leave Bank-Upon termination of the SLB for any reason, any days remaining on deposit with the Bank should be returned to participating employees with no outstanding loans. If sufficient days are not remaining in the Bank, the total number of days remaining in the Bank will be distributed among those participating employees having no outstanding loans on a prop rata basis. As borrowed days are collected from participating employees with no outstanding loans, they shall be disbursed, up to the maximum of five (5) days per member among those members who had no loan outstanding at the time of the Bank's termination.