

## **GBGH**

## **Sick Leave Bank**

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who has used up all accumulated leave. Any employee who is entitled to sick leave may donate one day of sick leave to this bank thereby becoming a member.

All PTO leave days and Vacation days accumulated by the employee must be used before he/she is eligible to draw upon the sick leave bank.

Once you are a member of the Sick Leave Bank, you are always considered a member unless one of the following occurs:

1. The Sick Leave Bank bankrupts in which instance an emergency open enrollment will be available to all

employees who, if they choose to remain a member, will be required to re-donate 1 additional PTO day

OR

2. You have requested and been awarded days from the leave bank in the previous school year. You must re-enroll during the next open enrollment period for 3 consecutive years, donation one day each Year.

The sick leave bank will consider severe, extended, and catastrophic medical problems for leave withdrawals from the Bank. A catastrophic illness or injury usually occurs suddenly and without warning. Illness or medical problems of a short-term nature shall not be considered.

Life-threatening illnesses or severe accidents requiring extended recovery periods will be given first priority. Similarly, bank days are intended only when the qualifying condition requires the employee to be absent from work either due to the employee's own medical or psychological condition, or the need to serve as a necessary caregiver for the employee's family. Family is defined as;

- Father
- Mother
- Sister
- Brother
- Spouse/Significant Other
- Children
- Grandparent
- Biological, adopted, foster, legal wards, step or in loco parentis relationships
- In-laws (grandmother, grandfather, mother, father, brother, sister, son and daughter-in-law)
- Members of employee's household

Sick leave bank days are not available to provide compensation for any time that the employee is eligible to receive income continuation through another disability coverage or plan & other disqualifying reasons might be considered.

Any employee who is entitled to sick leave may donate one day of sick leave to this bank thereby becoming a member. If the balance in the bank drops below 60 days, the employees will donate one additional day if they are to stay eligible for this benefit. If the total accumulated days rise above 150, any employee who has donated one day per year for three years will no longer be asked to donate additional days, until the total accumulation drops below 60 days, to stay eligible for this benefit. The donation of days will be at the beginning of each school year. A member employee withdrawing from the sick leave bank, either by leaving the district or canceling their membership may not withdraw contributed days.

The transfer of leave days from an individual employee to another employee may be conducted only under the guidelines of Policy GBGH. Direct transfer from an employee to another employee is prohibited.

A committee of six employees, two designated teachers, two designated non-certified staff members, 1 administration member will administer the bank. The HR Department will attend but will be a non-voting member. Any member may use a maximum of 60 days; however, if there are less than 60 days available in the bank a maximum of 50% of those remaining days will be available.

The committee shall determine the validity of member employee's request and determine whether the request will be denied, granted or granted in part. In making these determinations, the committee will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies
2. The seriousness of past and current illnesses and injuries
3. Any unusual circumstances involved

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source.

Members will make written application to the sick leave bank committee (through the Superintendent's office or HR/Business Office) for use of the sick leave bank. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

The sick leave bank committee will notify the applicant and the superintendent's office of its decision in written form.

Enrollment in the sick leave bank is available the first 10 days of employment or the first 10 days of the school year.

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