

## **CLASSIFIED SICK LEAVE BANK**

Sick Leave Bank relates to the cumulative effort of the School District to protect the health and welfare of full-time eligible classified employees of the School District by allowing employees an opportunity to join a Classified Sick Leave Bank with drawing power from the Sick Leave Bank equal to the number of days classified employees have acquired in their personal sick leave, School Policy File: GDBD (Support Staff Leaves and Absences).

Full-time classified employees may become eligible members by contributing one (1) day of personal sick leave to the Sick Leave Bank. If the composite Sick Leave Bank drops to less than 100 days, one (1) additional day will automatically be withheld from all members personal sick leave. Upon retirement or resignation, classified employees may donate unused sick leave days to the Sick Leave Bank on a voluntary basis; the request must be made in writing.

Eligibility - In order to be eligible for the Sick Leave Bank, classified employees must have been employed by the school district, on a continual basis for *six (6) months*, must be a full-time employee (35 hours or more per week).

Eligible classified employee Bank members shall not be allowed to use Sick Leave Bank days until they have exhausted all of their personal cumulative sick leave. Members must make application for Sick Leave Bank days to a Board appointed committee composed of four (4) classified employees, one (1) school administrator and one (1) School Board member. Additional use of Bank days beyond those equal to their personal accumulated sick leave must have direct approval of the Board of Trustees via the Sick Leave Bank Committee. Days approved by the Board of Trustees over and above Bank sick leave shall be repaid at the rate of five (5) days per year.

The Sick Leave Bank is designed to be used when an employee is unable to perform at least one of the essential functions of his or her position because of the employee's own serious health condition.

Adopted 06/10/85

Revised 4/13/92 2/12/96 5/14/99