

**CLASSIFIED SICK LEAVE BANK RULES AND REGULATIONS**

The Classified Sick Leave Bank Committee will use the following rules and regulations in administering the Sick Leave Bank for full-time classified employees. Classified employees must have been employed with the district on a continual basis for six(6) months, work at least 10 months per year and 35 hours per week to be eligible for Sick Leave Bank.

1. Any full-time classified employee of Sweetwater County School District Number One who meets the criteria is eligible to join the Sick Leave Bank. Those who wish to join the Bank may do so within ten (10) days after they have completed six (6) months of continuous full-time service or during open enrollment either during the first week of the Fall Semester or during the first week of the Spring Semester after completion of six months of continuous full-time service. It is the individual's responsibility to make application after they have qualified for the Sick Leave Bank.
2. Classified employees who meet the above criteria may participate in the Sick Leave Bank by donating one day of their personal accumulated sick leave to the Bank.
3. The Bank is intended to benefit an employee after they become an official member in the Sick Leave Bank who 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. The serious health condition is only that which as occurred to the employee and not one which has the potential of occurring.
4. The Committee requires a physician's certification verifying an employee's own serious health condition.
5. Members are only eligible to apply for Sick Leave Bank days equal to the number of days she/he had available to her/him when the serious health condition occurred: i.e., Jane Doe had thirty (30) days of sick leave when injured in an accident. After missing thirty (30) days of work, she was then eligible to receive up to an additional thirty (30) days of sick leave. If, at this time, these thirty days were used, she could apply to the Board of Trustees through the Sick Leave Bank Committee for additional days. The days, if approved at this level, would have to be repaid at the rate of five (5) days per year. In this she would begin receiving five (5) days credit each school year instead of ten (10) until the additional days were paid back. Days granted by the Sick Leave Bank Committee will be through the conclusion of the school year, or the employee's current contract period.
6. Any member of the Bank need not necessarily contribute one day each year. After the initial one-day contribution, additional days will be withdrawn from members' accumulated sick days only when the total number of days in the Bank falls below 100.
7. For those individuals who have exceeded their personal sick days and have no days to contribute to the Sick Leave Bank when it is accessing the membership for days to maintain the Bank as per policy File: GCBF/HG, the following option is available. If you do not have a sick day to donate you may endorse over one of your sick days to be deducted at the beginning of the next school year.

I have read and understand the above information and my signature verifies my consent for the Sick Leave Bank to maintain my membership by deductiong one sick day at the beginning of the next school year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

8. Sick Leave Bank Benefits are applicable for the duration of the employee's continuous employment.
9. Since all records for the Bank will be kept in the Superintendent's, or his designee's, office, applications should be made to that office and the application will then be referred to the Committee.
10. The Committee will meet within three (3) working days after receiving a request to use Sick Leave Bank days.
11. All requests must be submitted in written form at the earliest possible time. In an emergency, requests may be made verbally but must be followed by a written request at the earliest possible time.
12. Any questions concerning the Sick Leave Bank should be referred to a member of the Bank Committee.
13. Resignation from the Sick Leave Bank must be made in writing. The committee will confirm the receipt in writing and will inform the Board of Trustees of such action. Members can resign from the Bank at any time, however, if they choose to reenter their membership they will be treated as a new member and will be required to give one day from their sick leave for the Sick Leave Bank.

Revised 4/25/89 7/1/90 5/14/99 11/10/04