

## SICK LEAVE BANK

Sick Leave Bank relates to the cumulative effort of the School District to protect the health and welfare of employees of the School District by allowing employees an opportunity to join a Sick Leave Bank with drawing power from a Sick Leave Bank equal to the number of days they have acquired in School Policy File: GCBDA (Sick Leave).

Certified employees may become eligible members by contributing one (1) day of personal sick leave to the Sick Leave Bank by September 1 of the employee's contract year. If the composite Sick Leave Bank drops to less than one hundred (100) days, one (1) additional day will automatically be withheld from all members personal sick leave. Upon retirement of certified staff, all accumulated unused sick leave will be donated by default to the Sick Leave Bank unless specifically requested otherwise by the retiree.

Bank members will not be allowed to use Bank sick leave days until they have exhausted their personal leave, as well as their cumulative sick leave. Members must make application for Sick Leave Bank days to the Director of Human Resources/Superintendent.

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: 04/11/83

Revised: 02/25/85      09/12//88      04/18/90      03/18/91  
06/08/95      06/14/99      05/21/01      08/08/16