

File: GBGH - Sick Leave Bank

A sick leave bank (bank) shall be established as a source of sick leave for all permanent employees who are unable to render service due to quarantine, temporary disability, (including medical issues relating to the employee's pregnancy) and essential treatments and examinations for diagnostic purposes for the employee and the employee's immediate family.

For purposes of this policy, the term "immediate family" shall mean spouse, partner in a civil union, the employee's children and the employee or spouse's parents. The bank may be not used for absence due to injury arising from work-related injury or disability. The criteria for participation in the bank shall be established by the superintendent, subject to Board approval.

The bank will be administered by a sick leave bank committee of seven employees, including one teacher from the elementary, middle and high school programs, one classified employee, the principal, the business manager and the superintendent, who will act as chairperson. Decisions will be made by a simple majority vote.

The committee will determine the validity of the 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 conversation 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 source.

Employees who are eligible for sick leave may join the bank by donating two days of discretionary leave to the bank for the first three years of employment. As a member of the sick leave bank an employee can request days from the bank as long as the employees have donated at least two days. These donations shall occur on September 15 each calendar year. An employee hired after this date also may join the bank by donating two days of discretionary leave. An employee who elects to terminate membership in the bank may not withdraw contributed days. As a member of the sick leave bank, for every 20 days an employee has received from the sick leave bank in a school year, you have to donate back two of your discretionary days the following year.

If the bank has fewer than 150 days in its account, the committee shall solicit additional days from all eligible members (at minimum a member will be donating one of their discretionary days if under the 150 banked days).

Employees may make written application for use of the sick leave bank to the committee through the superintendent's office. The applicant must provide pertinent medical documentation stipulating the nature of the injury or illness, the estimated time for recuperation and a statement by the employee's physician explaining that the employee is unable to perform normal job related duties.

Application to the bank must be made within five days after the use of all accumulated discretionary leave. Sick leave days granted by the committee shall be retroactive to the day of the expiration of the applicant's accumulated discretionary leave.

Days drawn by any member will be limited to 40 per school year. However, the member may apply to the committee for an additional 20 days under extraordinary circumstances.

Days requested from the committee may be awarded (or a portion of the request may be awarded) at the discretion of the committee. The committee will notify the applicant in writing of its decision within five working days of the committee meeting. This notification will be issued through the superintendent's office.

CROSS REFS.: [GBGG](#), Staff Discretionary Leave

[GBGF](#), Federally-Mandated Family and Medical Leave

Sangre de Cristo School District

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