

## **CERTIFIED SICK LEAVE BANK RULES AND REGULATIONS**

The Director of Human Resources/Superintendent will use the following rules and regulations in administering the Sick Leave Bank:

1. Any certified employee of Sweetwater County School District Number One is eligible to join the Sick Leave Bank. Those who wish to join the Bank may do so during open enrollment either during the first week of the Fall Semester or during the first week of the Spring Semester, or within ten (10) days of employment. Those who wish to join must apply only one.
2. Certified employees who work less than full-time may participate in the Sick Leave Bank by donating one day of their accumulated sick leave to the Bank, the same as full-time employee requirements.
3. The Bank is intended to benefit an employee 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 or that of an immediate family member. The serious health condition is only that which has occurred to the employee or relative or dependent of the employee and not one which has the potential of occurring.
4. The Director of Human Resources/Superintendent 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, or the day of birth for maternity leave: i.e., Jane Doe had thirty (30) days 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 through the Sick Leave Bank, which must be related to the serious health condition.
6. The Human Resource Director and Superintendent together have authority to grant sick bank days in extenuating circumstances on a case by case review.
7. 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 After the initial one-day contribution, additional days will be withdrawn from members accumulated sick days only when the total number of days in the Bank falls below 100.
8. 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 options are available:
  - A. Personal Day - If you have personal days you may donate one day to the Sick Leave Bank to keep your membership active.

- B. Endorsement to next school year - If you do not have a personal 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 in the following manner:

Option A

Option B

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

9. Sick Leave Bank benefits are applicable for the duration of the employee's continuous contracted employment.
10. All records for the Bank will be kept in the Superintendent's, or designee's, office. Applications to use days from the Bank must be made to the Director of Human Resources/Superintendent.
11. The Director of Human Resources/Superintendent will process the request within three (3) working days after receiving a request to use Sick Leave Bank days.
12. 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.
13. Any questions concerning the Sick Leave Bank should be referred to the Director of Human Resources/Superintendent.
14. Resignation from the Bank must be made in writing to the Director of Human Resources/Superintendent. The Director of Human Resources/Superintendent 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:	10/27/88	04/25/89	04/18/90
	04/18/91	06/08/95	06/14/99
	05/03/00	08/08/16	04/14/20

School District #1, Sweetwater County