# PERSONNEL 03.12321

‑ Certified Personnel ‑

Sick Leave Bank

Purpose

The purpose of the Sick Leave Bank is to provide to eligible, voluntarily participating employees who have exhausted all of their accumulated sick leave and other available paid leave days the means of obtaining additional sick leave days upon proper approval of the Sick Leave Bank Usage Approval Committee approved by the Board.

Eligible Employees

All certified Board employees who have accumulated sick leave are eligible to voluntarily participate in the Sick Leave Bank by completing the official authorization form approved by the Board.

Operating Procedures

The general operating procedures are as follows:

1. All eligible employees will be afforded the opportunity to enroll in the Sick Leave Bank by voluntarily contributing to the bank two (2) days from their sick leave accumulation within thirty (30) days after the Sick Leave Bank is initially approved by the Board.
2. Thereafter, eligible employees will be provided an opportunity to enroll in the Sick Leave Bank each school year prior to September 15.
3. The Sick Leave Bank may be opened for re‑enrollment of participating members at any time the balance of days available falls below fifty (50) days.
4. Days from the Sick Leave Bank may be taken in whole days only except when they are coordinated with Workers Compensation payments.
5. The school system's regular sick leave usage policies and procedures will be used as relates to the Sick Leave Bank when practicable and reasonable.
6. Participation is restricted to those eligible employees who have contributed to the Bank.
7. Sick Leave Bank days are granted for up to forty (40) working days per school year.
8. Written application for Sick Leave Bank days shall be completed on forms furnished by the Board of Education and submitted to the Sick Leave Usage Approval Committee for consideration.
9. The Usage Approval Committee shall meet on call after all accumulated sick leave days have been used. The requesting employee shall then be informed within three (3) working days after the Committee has rendered its decision. Approval or denial of sick leave bank days shall be made in writing.

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#  (Continued)

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Criteria For Sick Leave Bank Use

The criteria to be used by the Sick Leave Bank Usage Approval Committee shall be as follows:

1. Serious accident by the employee requiring absences from work.
2. Serious illness of the employee.
3. Extended hospitalization of the employee.
4. Other serious extenuating circumstances normally allowing for sick leave as approved by the Usage Approval Committee.
5. Each case is to be considered on its own merits.

Sick Leave Bank Usage Approval Committee

The Sick Leave Bank Usage Approval Committee shall:

1. Be comprised of five (5) members. Three (3) members shall be elected by the certified staff of the district, and two (2) members shall be appointed by the Board from the administrative staff. Committee members shall elect a chairperson.
2. One (1) administrative member and two (2) other certified committee members shall serve three (3) year terms. The remaining administrative member and the other certified member shall each serve two (2) years terms.
3. No Committee member shall rule on any usage application of his or her own or that of a relative.
4. For each request, approval or disapproval shall require a yes or no vote of all but one of the eligible voting members. Actual votes shall not be made public and approval or disapproval shall come from the Committee as a whole.
5. Final approval of all sick leaves shall be vested in the Board of Education.

Annual Review

Sick Leave Bank policies and procedures will be reviewed annually.

Discontinuation

In the event that the Board of Education discontinues the bank, all employees who are members of the bank at the time of discontinuation shall remain members without additional contributions until all days in the bank are exhausted.

Reference:

[KRS 161.155](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/155.pdf&requesttype=krs)

Related Policy:

03.1232

Adopted/Amended: 1/19/1989

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