

**LEAVE SHARING BANK
(REGULATION)**

The Sick Leave Bank shall permit certified employees to contribute one day of sick leave each year to a certified employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

Records of the sick leave bank will be kept in the district administration office.

- A. A certified employee may be eligible to receive shared leave pursuant to the following conditions:
 - a. The receiving employee has exhausted, or will exhaust, all available full-paid leave.
 - b. The receiving employee has submitted a statement of need to the Superintendent or designee.
 - c. The condition has caused or is likely to cause the receiving employee to go on leave without pay or to terminate employment.
 - d. The receiving employee has contributed to the Sick Leave Bank by September 15 of the current school year.
 - e. The receiving employee has abided by district policies regarding the use of sick leave.

- B. General Provisions
 - a. The request for days from the sick leave bank shall be in writing and submitted to the Superintendent or designee at least ten (10) days prior to the time the leave is needed unless an emergency.
 - b. The Superintendent's appointee will consider the merits of the request.
 - c. A certified employee is eligible for up to fifty (50) days a year as long as they contributed to the sick leave bank during the year they are making the request.
 - d. The requesting employee shall be notified in writing whether their request was approved or denied.
 - e. Donation to the Sick Leave Bank will not impact unused sick days when determining amount of Efficiency Pay.