

Sick-Leave Bank

The Poquoson City School Board agrees to maintain a Sick Leave Bank for the use of eligible employees. Participating members may utilize the service whenever they or their immediate family member (spouse, parent, child) are incapacitated by long-term illness or injury. To enable the School Board to provide the benefits of a Sick Leave Bank one-third (1/3) of all eligible employees must agree to participate in accordance with the terms that are listed below.

1. An eligible member is a full-time employee.
2. Membership in the Sick Leave Bank is voluntary.
3. The membership period is the first 20 days of September or during the first 30 days of employment for personnel employed after the month of September.
4. One enrolls for initial membership by completing the prescribed application and contributing two sick leave days to the bank. Each member in the bank shall be assessed an additional day of sick leave when the predetermined balance of sick leave days reaches 50. Assessment notification shall be forwarded to participating members by the School Board Office. Automatic assessment shall be made unless the finance office receives a written statement requesting no assessment be made and that termination of membership in the bank is desired. An appropriate form will be attached to the assessment notice. Notification must be received within 15 work days of the assessment announcement. (Note: Members who have no sick leave to contribute at the time of assessment shall be assessed a sick day if they anticipate earning additional day(s) within the present school year.) An eligible member who preferred not to exercise the opportunity of participating in the bank during the initial membership drive may join at this time.
5. A member of the bank will not be able to utilize the Sick Leave Bank benefits until his sick leave supply is exhausted. The first 25 consecutive working days missed due to illness or disability must be covered by the individual employee's accumulated leave or he will receive leave without pay. Exceptions to the policy will be considered on an as-needed basis by having the employee apply to the Sick Leave Advisory Committee.
6. A maximum of 40 days from the bank may be utilized each school year by any participating member. During the time an eligible employee is using sick leave bank time, the employee shall continue to accrue 1.25 days of sick leave per pay period. As the employee's sick leave days accrue, the employee must exhaust the newly accrued sick leave days before continuing to use sick leave bank time.
7. For the participating member to be eligible to receive sick leave benefits, a doctor's certificate is required. This certificate is to be submitted to the School Board Office and must contain the nature of illness or disability, a statement that the member is totally unable to work or is able to return to work on a limited or part-time basis, and the approximate length of disability. If the member suffers a recurrence of the same illness or disability or condition that resulted directly from the condition that required initial utilization of the Sick Leave Bank benefits, and has not received the maximum number of days (40) for one school year, the 25 consecutive working days requirement is waived.
8. Any recipient of Sick Leave Bank benefits shall not be required to replace those days used except as a contributing member in the assessment process described in the above conditions.
9. Upon termination of employment or withdrawal of membership from the Bank any participating member will not be permitted to withdraw his contributions from the Sick Leave Bank.
10. The Sick Leave Bank will be administered by the School Board Office through a six member Advisory Committee whose membership shall be comprised of two teachers, one administrator, one non-instructional employee, one nurse and the Benefits Specialist. Members of the Committee shall not be associated with the applicant's school. The Committee shall select its chairperson. The Committee will be responsible for making recommendations on all applications for use of the Bank and reviewing the establishing appropriate policy (with School Board approval) for the operation and maintenance of the Bank.
11. If the Sick Leave Bank shall become inoperative for any reason, the sick leave days balance shall first be distributed to those members receiving benefits. From the remaining balance, one-half sick day will be credited to each participating member if a sufficient number exists. If an insufficient balance negates this action, the Bank shall be terminated.
12. If the Sick Leave Bank is declared inoperative for any reason, the School Board shall not be held responsible to anyone currently drawing from the Bank or to anyone then eligible or who may be or become eligible to participate in the Bank.