



**MOORE NORMAN**  
TECHNOLOGY CENTER

**POLICY # 453**

*Adopted: December 18, 2014*

*Revised: October 12, 2021*

**BOARD OF EDUCATION POLICY**

## **SICK LEAVE SHARING BANK**

The Employee Sick Leave Bank ("Bank") is designed to assist a participating employee who has exhausted all available paid leave, by providing up to 30 days of paid leave per calendar year. OKLA. STAT. tit. 70 § 6-104.6M.

Certified teachers employed on a ten (10) month teaching contract may participate in the technology center's sick leave sharing bank pursuant to the terms of the negotiated agreement. All other employees may participate in the Bank as outlined in this policy.

### Administration

In accordance with the policy established by the board, the Bank will be administered by the Sick Leave Bank Committee ("Committee") designated by the superintendent. The Committee shall have the responsibility of establishing the guidelines under which the Bank will operate pursuant to the policy of the board and OKLA. STAT. tit. 70 § 6-104.6M.

### Participants

Participation is voluntary, but only contributors will be permitted to apply for withdrawal from the Bank.

### Enrollment Period

January 15 through January 31 of each year.

### Eligibility

Full-time support and administrative employees must have five days of sick leave accrued by December 31 before being eligible for enrollment. Employees who elect not to join the Bank upon first becoming eligible or during the annual enrollment period, will have a three-month waiting period after joining the Bank before becoming eligible to apply for a withdrawal from the Bank.

### Criteria for Withdrawal

Criteria for withdrawal is based on a Family Medical Leave Act (FMLA) event, an employee who

is pregnant or recovering from childbirth or who is suffering from or has a relative<sup>1</sup> or household member<sup>2</sup> suffering from an extraordinary or severe<sup>3</sup> 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. The Bank cannot be used to supplement workers compensation leave.

### Contribution

The initial rate of contribution will be one day (8 hours) of sick leave. Participation will continue until canceled in writing by the employee. Cancellation in writing may be made at any time and the employee shall not be eligible to use the Bank as of the cancellation date. Forfeited time will not be returned to the employee. An employee may elect to rejoin the following year with a three-month waiting period.

If the Committee deems it necessary, participants may be asked to contribute additional time in order to restore the balance in the Bank. Donations will be a minimum of one hour to a maximum of eight hours. A minimum of 30 days shall be carried in the Bank. The human resources office will allocate the time to the participating member's sick leave account on an as-needed basis.

### Application

Eligible employees can apply to the Bank after exhausting all sick leave, annual leave, and personal leave. If the employee is still unable to return to work after the initial withdrawal, he/she may apply for an additional withdrawal, not to exceed 10 days.

Applications for use of the Bank shall be made on the required form and submitted to the Human Resources Department accompanied by a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

The Human Resources Department shall receive requests, recommend approval or denial of the requests, and communicate its decision to the member. In no case shall the granting of leave from the Bank cause an employee to receive more than regular salary.

### Confidentiality

All information will be kept confidential within the Human Resources department, including information contained in the application and supporting documentation.

Reference: OKLA. STAT. tit 70§ 6-104.6M

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<sup>1</sup> Relative of the employee means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

<sup>2</sup> Household member means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house when the living style is primarily of a dormitory or commune.

<sup>3</sup> Extraordinary or severe means serious, extreme or life-threatening including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery.