

Policy GCCAAA Voluntary Sick Leave Bank for Catastrophic Illness or Accident

Issued 10/19

Purpose: To establish the basic structure for a sick leave bank for catastrophic illness or accident.

The district will establish a voluntary sick leave bank for catastrophic illness or accident for the school district's active duty employees who earn sick leave. Permanent full-time employees of the district who do not have a positive leave balance may request leave from the bank when an illness or accident requires absences which exceed their accrued leave but do not activate long-term disability insurance provisions. The voluntary donation of one day of current sick leave per year to the bank by district employees will establish a sick leave bank. This donation also establishes their eligibility to participate in the bank. Leave days which have been contributed may not be reclaimed by the donor.

The superintendent or his designee will administer the bank. The superintendent may grant leaves only in accordance with the law and school board policy's governing sick leave to include the employee, spouse and dependents

Open enrollment

Open enrollment will be during the month of October of each school year.

Eligibility to donate

Permanent full-time employees are eligible to participate upon completing one year of service to the district. A permanent full-time employee may request in writing (Leave Donation Form, SLB #1) the transfer of one day of his/her sick leave to the district's sick leave bank during the year the employee volunteers to participate.

Eligibility to request leave

To be eligible to request leave from the sick leave bank, an employee must do the following.

- be a current contributing member of the bank
- suffer from a catastrophic illness or accident impacting self, spouse or dependent.
- be absent from official duties for at least 20 days and for no more than 90 consecutive days and have exhausted all available sick leave

- complete the Recipient Request Form (SLB #2); also include the following
 - a certificate from a physician or other acceptable documentation describing the disability and giving the inclusive dates
 - a description in detail of the financial hardship that will result from a prolonged period on leave without pay status

For the purpose of this policy, catastrophic illness or accidents will include illnesses or accidents which require absences in excess of 20 but less than 90 consecutive working days. Elective surgery and normal pregnancy and delivery are excluded. Bank credits will begin no earlier than the 21st day of absence. In no case will the granting of leave from the bank cause a member to receive more than his/her daily annual wage/salary for that fiscal year.

During the operation of the sick leave bank, sick leave for catastrophic illness or accident is available to a member for a maximum of 90 days consisting of the employee's accrued leave and sick leave bank credits.

Process for sick leave bank credits

All applications will be submitted to human resources for review.

All members applying for additional sick leave days from the sick leave bank will be notified in writing of the decision of the administration.

The human resources department will forward all approved applications to the payroll supervisor for processing.

All unapproved applications will be returned to the member. For one time only, members may resubmit the application along with additional documentation supported by a second physician's opinion.

The superintendent or designee will respond in writing to all appeals.

- No day(s) will be granted from the sick leave bank until a member has exhausted all of his/her available leave from the district.
- Members approved for worker's compensation due to a job-related injury will not be eligible to apply for sick leave days from the sick leave bank while receiving worker's compensation pay.
- When granting a day(s), the district will make payment in accordance with the district's payroll procedures.

- Although up to a maximum of 70 sick leave days can be requested from the leave bank, no more than 20 days may be requested at a time.
- The medical emergency affecting a leave recipient terminates when the district determines the medical emergency no longer exists or the leave recipient's employment terminates.

The leave recipient will be responsible for contacting human resources, in writing, with a doctor's statement as soon as possible but no later than 15 days regarding the catastrophic illness or accident affecting the recipient. The effective date to continue or terminate leave will be determined from medical statement data. Therefore, leave status may be retroactive to correspond to the doctor's statement. When it is determined by way of the medical statement that the catastrophic illness no longer exists, ~~the~~ the recipient ~~and~~ will be notified by human resources.

When the medical emergency affecting a leave recipient terminates, any transferred sick leave remaining to the credit of the leave recipient must be restored to the sick leave bank. The office of personnel will record leave restored to the leave bank on the leave Recipient Request Form (SLB #2) and provide a copy of the form (SLB #2) to payroll.

When employment terminates, an employee may not transfer leave from the leave bank to another employee. The district will not include the leave in a lump-sum payment or in the leave recipient's service or retirement for computation purposes.

Adopted 4/24/90; Revised 4/25/96, 9/98, 10/19

Fort Mill