

**GUIDELINES AND ADMINISTRATIVE PROCEDURES OF THE SICK LEAVE BANK**

The following procedures are set forth so as to ensure that a Sick Leave Bank, where established, shall be administered fairly and consistently in the best interest of the Enterprise City Schools, its employees, and its patrons.

1. The sick leave bank committee will meet at least monthly to review requests for borrowing sick days from the sick leave bank.
2. The application form for sick leave loans shall be developed by the working committee.
3. An employee, who previously failed or refused to join the sick leave bank, may become a member of the sick leave bank in January or in September of each year by submitting a Sick Leave Bank Membership Application to the Payroll Department by the 10<sup>th</sup> of the indicated months.
4. An employee's intent to terminate membership shall be declared once yearly by completing a Sick Leave Bank Membership Withdrawal form. The intent to terminate membership shall be submitted to the Payroll Department by the 10<sup>th</sup> of May of any given school year.
5. Days held on deposit within the bank shall be loaned only to participating members and shall not be loaned to any member until such time as all non-banked sick leave has been exhausted.
6. Upon the third sick bank loan request within a twelve (12) month period, or as deemed necessary by the sick leave bank committee, documentation of the need for leave will be required and should accompany the request for sick leave.
7. Steps to request sick leave days from the bank:
  - a. A Sick Leave Bank Loan Application should be obtained from the Enterprise City Schools web page under the payroll tab.
  - b. The form must be completed in detail to prevent delay in processing application.
  - c. Completed form must be returned to the payroll office by the 10<sup>th</sup> of the month.