

Policy

Glen Ridge Board of Education

3432.1 SICK LEAVE BANK

A sick leave bank ("bank") shall be established for the purpose of providing a paid leave of absence to regularly employed full-time certificated staff who are absent for an extended period due to a "serious illness or injury" and have exhausted their paid leave benefits. Banks will be specific to the individuals for which they are created. Each bank will utilize a voluntary donation program and allow employees to voluntarily donate accrued unused sick leave, vacation or personal days to the bank. Three (3) donated days will equal one (1) paid sick day provided to the individual. Each bank will be established in accordance with N.J.S.A. 18A:30-10 to 13. Participation in the sick leave bank is strictly voluntary. The following rules apply:

1. The individual will have exhausted sick leave days due to a personal chronic or catastrophic physical or emotional illness.
2. The Board of Education and/or the Administration shall have the right to request doctor's statement evidencing such illness/medical condition at any time.
3. The individual exhausted all of his/her accumulated and accrued sick leave time, personal days and vacation time, prior to drawing on the sick day bank.
4. The sick day bank may not be drawn upon during school breaks or holidays, i.e., Spring break and Memorial Day, or any days when school is not in session. It may only be used for leave on work days through the end of the school year in which it was approved. The sick day bank will automatically terminate upon the exhaustion of all sick day bank days or upon the individual's return to work.
5. The sick days can only be donated by full-time regularly employed certificated staff of the same bargaining unit.
6. No employee would be required to participate in the bank. Donations must be voluntary.

7. No employee may donate no more than three (3) sick days per year. Only whole days may be donated and only whole days may be provided to the individual.
8. No employee may donate a day if it which will reduce his/her current sick leave account balance to less than ten (10) sick days.
9. The Board and the applicable bargaining unit shall be jointly responsible for soliciting the records of which employees have donated sick days, and the Board shall be responsible for maintaining the records.
10. The individual shall draw on the sick day bank in the date order that the donations were made. (For example, days donated first will be used first).
11. The bargaining unit shall provide the Board Office with a list of the donees and the order in which the days should be drawn upon.
12. Should the individual's employment cease for any reason, s/he will be not entitled to the days in the bank. The days shall not be reimbursable in any manner to her/his upon separation from the District.
13. If the individual does not exhaust the days in the bank for any reason, the bargaining unit agrees that the days shall be returned to the donees in the order in reverse order in which they were received.
14. The approval of a sick day bank for the individual shall not establish past practice and the Board reserves the right to grant or deny future requests for a sick day bank for this individual or any other individual similarly situated.
15. The individual sick day bank is subject to approval by the Board. The Board shall consider each request on a case-by-case basis, and the approval or denial of an application for a sick day shall have no binding effect on the consideration of future requests.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 3 January 2018