



WILSON COUNTY BOARD OF EDUCATION
CERTIFIED SICK LEAVE BANK GUIDELINES

I. PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave is exhausted.

II. ADMINISTRATION

The Sick Leave Bank shall be administered by a Committee of Trustees. The Committee shall be composed of five (5) members: two (2) members appointed by the School Board from its membership, two (2) members appointed by the Association from its membership, and the Director of schools, who shall chair the Committee. All appointments shall be for three (3) year staggered terms and can be replaced only because of death, retirement, resignation, discontinuation of employment with the Board of Education or at the expiration of a term. Any vacancy shall be filled for the remainder of the term by appointing authority in the same manner as the original appointments were made. The members of the Sick Leave Bank Committee will be announced at the beginning of each school year. The WCEA will be supplied a list of ALL members (contributors) of the Sick Leave Bank nor later than November 15 of each year.

III. RULES

1. Any certified professional employee shall be eligible to participate in the Sick Leave Bank. However, a minimum of twenty (20) employees shall be required to establish the Bank.
2. Any teacher who elects to participate in the Bank shall initially have one (1) (the law allows a maximum of three) day of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Teachers electing to participate shall do so during the months of August,

September or October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable.

3. If at any time the number of days in the Sick Leave Bank is less than twenty (20) days, or one (1) per member if there are more than twenty (20) members, or at any time deemed advisable, the Committee shall assess each member one (1) or more days of accumulative sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the teacher.
4. By prior written notice to the Committee, a member may withdraw from the Bank participation on any June 30. Membership withdrawal shall result in forfeiture of all days contributed.
5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.
6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick, personal and annual leave (including all paid Board extensions).
7. Leave grants from the Bank, recommended by the Board of Trustees, shall be in units of no more than twenty (20) consecutive duty days for the individual applicant. Applicants may submit requests for such leave grants before their prior grants expire. The maximum number of days any participant may receive in any fiscal year is thirty (30). The lifetime maximum any participant may receive is sixty (60) days. This maximum will become effective August 1, 2001.
8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.
9. If the Committee determines it necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.
10. Sick leave granted a member from the Bank need not be repaid by the individual except, as all members are uniformly assessed.
11. Grants of sick leave from the Bank shall not be made to any members on account of any elective surgery (including timing of the surgery and not limited to the necessity of the surgery), illness of any member of the participant's family except for the member's minor child as provided for

in TCA § 49-5-808 (g) or during any period the member is receiving disability benefits from Social Security, state or local retirement plan or Worker's Compensation.

12. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
 - a. Resignation or termination of employment
 - b. Cancellation of participation, effective any June 30
 - c. Refusal to honor such assessment as may be required by the Board of Trustees
 - d. Being on approved leave of absence with the exception of personal illness or disability leave
 - e. Retirement

IV. Procedures

1. Contributions to the Bank must be made on a Sick Leave Bank Donation form.
2. All requests to draw upon the Bank must be made on a Sick Leave Bank Request form and submitted to the Committee of Trustees within thirty (30) calendar days of the first dates bank usage is requested. In extreme and unusual cases, leave requests may be voted on sooner. **Requests shall only be received on the last workday of the month.**
3. The Committee shall act affirmatively or negatively on all applications within ten (10) calendar days of the application and shall be final authority on all leave requests.
 - 3a. No payment of sick leave bank days will be issued until final approval from the Sick Leave Bank Committee.
 - 3b. Notice will be given as soon as possible after the meeting to the employee and the payroll department.
4. All requests to draw from the Bank must be accompanied by a Physician's Statement form confirming the cause of illness or injury and the necessity of treatment and/or care received. This form must be signed by the physician administering treatment.
5. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee.

6. Any person submitting a request to draw on the Bank must have made his/her proper contribution for the fiscal year in which the request was made.
7. Any denied request from the Sick Leave Bank will be subject to only one (1) written appeal to the Committee.
8. All records of the Sick Leave Bank shall be kept in the Central Office of the Board of Education along with regular approved sick leave applications and amount of additional leave granted each member.
9. The Sick Leave Bank Committee reserves the right to update local sick leave bank guidelines contingent on approval by the Board and the Commissioner of Education.
10. The Guidelines for the Tennessee Teachers' Sick Leave Bank Act are listed in in T.C.A. §49-5-801-811.