

EMPLOYEE SICK LEAVE BANK

The purpose of the Sick Leave Bank shall be to provide a bank of sick leave days from which a member may draw in case of extended absences due to illness/disability which renders the member incapable of working. Sick Leave Bank days may be used for personal illness/disability of the employee or illness/disability of an immediate family member of the employee. For purposes of this policy, the term “*immediate family member*” is defined as the husband, wife, or children of the employee. Members receiving workers’ compensation shall not be eligible to simultaneously receive sick leave days from the Bank. Employees shall receive 65% of their daily rate of pay while using sick leave bank days.

ADMINISTRATION OF SICK LEAVE BANK

Three (3) separate accounts shall be established within the Sick Leave Bank: one for teachers, one for bus operators, and one for school employees. Donations to the Sick Leave Bank shall be credited to the appropriate account depending on the classification of the eligible member making the contribution.

[Donations may be made directly to individuals, but shall only be allowed within the appropriate classification.](#)

Days contributed become part of the Sick Leave Bank and no longer count toward the individual member’s current or accumulated sick leave.

Application for use of days must be made by the member to the Superintendent or designee. His/her decisions shall be final, and such decisions shall not be subject to review by the School Board or subject to the Board’s grievance procedures.

Application for use of days must be made by the member in writing and include a statement from a licensed clinician certifying a medical necessity for the employee to be absent from work. Such application shall be submitted to the Superintendent or designee at least twenty (20) calendar days prior to the anticipated beginning date of leave. In cases of unexpected medical emergency, Superintendent or designee may consider an application requesting use of sick leave bank days with less than twenty (20) days notice. If questions about the validity or accuracy of the medical certification arise during review, the Superintendent or designee may require additional medical certification.

Medical necessity shall be the result of a catastrophic illness or injury, which means a life-threatening chronic, or incapacitating condition of the employee or immediate family member. Catastrophic illness or injury shall mean a severe condition or combination of conditions that (a) affect the physical or mental health of the employee or immediate family member; (b) result in a life-threatening or life function-altering condition that prevents the employee from being actively employed; and (c) require an absence from

work for a minimum of ten (10) consecutive workdays.

Each member shall contribute one (1) day of sick leave upon joining the Sick Leave Bank.

DONOR ELIGIBILITY

1. Employees who wish to donate a sick leave day shall have been actively employed as full-time by the School Board for a period of thirty-six (36) consecutive months as of the date of the intended donation.
2. Each eligible employee shall have the option to join the Sick Leave Bank within the first twenty (20) contracted calendar days of the commencement of that employee's work year. Failure to re-enroll each year would cancel membership.
3. An employee who wishes to join the Sick Leave Bank shall sign the enrollment form which states that the employee is voluntarily allowing the deduction of a sick leave day from his/her days of accumulated sick leave and is authorizing the assignment of the day to the Sick Leave Bank. Such day will be permanently deducted from the balance of sick leave days the employee possesses.
4. [An employee may donate sick leave directly to another employee in an amount not to exceed one-half of the donating employee's accumulated leave as calculated at the beginning of the school year.](#)

RECIPIENT ELIGIBILITY

1. Days may be granted from the Sick Bank only after the member requesting days has used all his/her accumulated, current, and extended sick leave.
2. No more than forty-five (45) days may be granted to any member in any single contract year. An employee may request no more than twenty (20) days at any one application.
3. Upon approval by the Superintendent or designee, the approved number of days shall be deducted from the Bank. All days granted from the Bank but not used by the employee shall be restored to the Bank.
4. A separate application shall be submitted for each occasion that an employee may request receipt of sick leave days from the Sick Leave Bank. Each application shall include necessary documentation attesting to medical necessity. The clinician's certification must address circumstances relative to each separate request. The separate application requirement may be waived by the Superintendent or designee as circumstances may warrant.

MISCELLANEOUS PROVISIONS

1. The Superintendent or designee shall be authorized to make determinations and clarifications of these provisions. All determinations and clarifications made by the Superintendent or designee shall be final.
2. All transactions shall become part of the permanent personnel files of the employees.
3. The number of days withdrawn from the Sick Leave Bank shall not exceed the number of days available within the appropriate account of the Bank.
4. In no case shall the granting of leave from the Sick Leave Bank cause an employee to receive more than his or her annual base pay.
5. The term *day* is defined as a full contractual workday.
6. At least ninety percent (90%) of the leave balance shall be retained in each account of the bank from one school year to the next.

Revised: January, 2006
Revised: September 13, 2012
Revised: March 14, 2024
Revised: August, 2024

Ref: La. Rev. Stat. Ann. ' '17:81, 17:500.2, 17:1202, 17:1205, 17:1206.2; Attorney General Op. No. 94-509, No. 94-530; La. Civil Code, Art. 1541, 1542, 1833; Board minutes, 6-9-05, 12-8-05, 9-13-12, 3-14-24.