SICK LEAVE BANK

Code **GCCAAA** *Issued* **11/25**

The district has established an annual sick leave bank (SLB) for all active-duty employees who earn sick leave and meet the criteria for participation as outlined in this policy. The purpose of the SLB is to provide paid sick leave to members of the bank in the case of a catastrophic personal illness or accident that requires absences from work which exceed their accrued leave. The SLB is not intended to cover routine illness, elective surgery, normal pregnancy and delivery, or bereavement.

A catastrophic illness or accident is defined as an illness or accident which is documented by a licensed attending physician and (1) involves continuous and extensive treatment by a healthcare provider, and (2) renders the employee unable to perform the duties of his/her position by reason of a prolonged continuous absence of 20 or more workdays.

Membership in the SLB is a discretionary benefit offered by the district for qualifying district employees. It is not entitlement and does not imply or create a contract. District 4 administers the SLB in compliance with Policy AC Nondiscrimination/Equal Opportunity.

Eligibility

Active-duty employees who work a minimum of 30 hours per week are eligible to join the SLB. At the time a SLB member requests use of SLB days, the employee must have no more than 20 accrued sick or annual leave days remaining.

Enrollment

New employees may join the SLB within 30 days of the start of their employment with the district. An enrollment period will be opened to all eligible employees from October 1 through October 31 annually. To join the SLB, eligible employees must contribute one day of current leave. This contribution will be made on a one-time basis until the available days in the SLB fall below 20, at which time all members must contribute an additional day to remain enrolled in the SLB. Days contributed to the SLB cannot be reclaimed.

If there is a break in service and the employee returns to the district, the employee is considered a new member and will be required to donate an additional day within 30 days of resuming employment.

Requesting Leave

All requests for sick leave must be submitted using Request for Use of Days from Sick Leave Bank form (GCCAAA-E) which is found on the district website. A member may request up to 90 days per school year.

Operation of the Sick Leave Bank (SLB)

The SLB will be administered by the Chief Human Resources Officer together with a committee comprised of participating members who include the following:

- Director of Health Services
- One school principal (selected annually on a rotating basis)
- One teacher (selected annually on a rotating basis)

(see next page)

- One non-certified staff member (selected annually on a rotating basis)
- The Chief Human Resources Officer

The Chief Human Resource Officer is responsible for monitoring the balance of SLB days and will provide an annual summary of the SLB activity (total number of days donated, days awarded, and participation percentage) to the superintendent. When the number of days in the SLB falls below 20, the committee must notify the Superintendent and propose that all members contribute an additional day to maintain the bank's operation.

Membership Termination

An employee's membership in the SLB will be terminated under the following conditions:

1. Termination of employment with the district.
2. Change of employment status to reduce working hours below 30 per week
3. Electing not to contribute an additional day when the SLB falls below 20 days

Adopted 11/10/2025

Legal References:

A. United States Code of Laws, as amended:
   1. Age Discrimination in Employment Act of 1967, 29 U.S.C.A. Section 621, et seq.
   2. Age Discrimination Act of 1975, 42 U.S.C.A. Section 6101, et seq.
   3. American with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, et seq.
   4. Genetic Information Nondiscrimination Act of 2008, 42 U.S.C.A. Section 2000ff, et seq.
   5. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 701, et seq.
   6. Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000d, et seq.
   7. Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e, et seq.
   8. Title IX of the Education Amendments of 1972, 20 U.S.C.A. Section 1681, et seq.

B. S.C. Code of Laws, 1976, as amended:
   1. Section 1-13-10, et seq. - Prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.
   2. Section 52-25-47 (B)