



SICK LEAVE BANK

INFORMATION AND ENROLLMENT

Dorchester School District Two will be administering a Sick Leave Bank pursuant to board policy, a copy of which is attached here.

Who is eligible to participate?

All full-time or permanent part-time employees, including those on a letter of agreement, with Dorchester School District Two who donate one sick leave day to the Sick Leave Bank.

Do I have to participate?

No, participation is strictly voluntary.

What are the benefits of participation in the Sick Leave Bank?

Qualifying employees who participate in the Sick Leave Bank who experience catastrophic illness or injury during the course of the year may qualify to receive up to 90 days of paid leave during the course of their employment with Dorchester School District Two. In order to qualify, an employee must:

- 1) Be a member of the Sick Leave Bank.
- 2) Experience a catastrophic illness or injury.
- 3) Have exhausted all advanced and/or accumulated sick days, vacation days, compensation days, and personal days.
- 4) Require more than twenty (20) consecutive days (or 20 cumulative days, if applying for intermittent leave) of paid leave due to the catastrophic illness or injury.

How do I participate in the Sick Leave Bank?

In order to participate, qualifying employees must complete the linked enrollment form by 5:00pm on June 1, 2026. All participating employees will donate one (1) sick leave day to the Sick Leave Bank—this day will become property of the Sick Leave Bank and will not be returned regardless of the employee's need to use the Sick Leave Bank during that term or if the employee is no longer employed by Dorchester School District Two.

When is the term of the Sick Leave Bank?

Qualifying employees, who opt to participate in the Sick Leave Bank, may apply for paid leave days from the Bank from July 1, 2026-June 30, 2027.

Can I participate in the Sick Leave Bank at a later date?

Open enrollment for the Sick Leave Bank for the 2026-2027 school year will run from May 1, 2026 - June 1, 2026. After that time, only employees who are new to the district will be permitted to join for the current year. Should the Sick Leave Bank require additional days to maintain its function, open enrollment for current employees may be permitted mid-year, at the discretion of the Sick Leave Bank Board.

Can I donate more than one (1) day to the Sick Leave Bank?

Yes, but only under certain circumstances. In order to donate more than one (1) day to the Sick Leave Bank, you must have accrued more than sixty sick leave days on July 1, 2026 and you must be a full or part-time employee who earns sick leave during the 2026 – 2027 school year. Please note that any days donated to the Sick Leave Bank become property of the Sick Leave Bank and will not be returned to the individual. Additionally, employees will not receive compensation for any days donated to the Sick Leave Bank upon separation from the District.

How do I apply to use days from the Sick Leave Bank?

Visit the Leave Section of the Personnel Page on the District's website to find the application. Any questions about the application or process can be directed to Brisa Darby at bdarby@dorchester2.k12.sc.us

Do I have to wait until I have been absent for 20 days to apply for the Sick Leave Bank?

No, if you reasonably believe that your illness or injury will cause you to be absent from work for more than 20 days, you may apply before you reach 20 absences. Please note that sick leave bank days will not be awarded by the committee until after the 20 absences have been accumulated.

Can I receive days from the Sick Leave Bank for absences before I submit the application?

No, the Sick Leave Bank Board will only backdate the award of leave days to the date that the application is submitted by the employee to the Personnel Department.

Can I receive days from the Sick Leave Bank to care for a family member?

No, the Sick Leave Bank is only for illnesses or injuries of the employee. You may qualify for FMLA to provide care for a family member, please contact Brisa Darby at bdarby@dorchester2.k12.sc.us with any questions about FMLA.

Please review the board policy for all relevant information