

Policy GCCAAA Sick Leave Bank

Issued 7/25

Sick Leave Bank Regulations

A Sick Leave Bank has been established by Dorchester School District Two for active full-time and permanent part-time employees who earn sick leave. The purpose of the District sick leave bank is to provide the opportunity for paid leave for eligible employees when they are experiencing a catastrophic illness, injury, or incapacitation but do not activate long-term disability insurance provisions.

The bank will be administered by a Sick Leave Bank Board which will be comprised of one Director of Personnel, one nurse, general counsel, two classified employees, two teachers, one school-based administrator, one member of the finance department, and one non-voting administrative assistant. The members of the Sick Leave Bank Board shall be selected annually by the Superintendent and/or his/her designee by June 30.

The term of service for the Sick Leave Bank Board shall be July 1 through June 30 of each year. Should replacement of a member be required prior to the end of a term, the Superintendent and/or their designee shall select an appropriate replacement. At least 5 members of the Sick Leave Bank Board must be present in order for the Board to review applications. All members of the Sick Leave Bank Board must participate in the Sick Leave Bank.

The Sick Leave Bank Board will receive requests for use of days from the Sick Leave Bank and will decide on these requests and upon appeals arising from their decisions according to the regulations contained in this document, as well as state, local, and federal law.

I. Definitions

- A. This plan will provide the opportunity for extended sick leave to a member-employee for catastrophic illness, injury, quarantine, or incapacitation so severe to oneself that an employee is unable to attend work due to a verifiable medical condition.
 - 1. Catastrophic is defined as severe and debilitating, as determined by the Sick Leave Bank Board.
 - 2. Intermittent catastrophic illness is defined as a catastrophic illness that may be an “on-going” illness to the employee that would require the member to use sick leave at intermittent times due to the type of illness or accident. The employee/member may be able to return to work for a period of time with illness and again take sick leave due to special therapy or treatment. In an intermittent catastrophic illness, the Sick Leave Bank procedures are not dependent upon the employee/member being out of work for at least 20 consecutive workdays. However, an accumulation of 20 absences related to the intermittent catastrophic illness would be required before making a request for days from the Sick Leave Bank.

II. Eligibility

- A. All employees who are full-time or permanent part-time employees with Dorchester School District Two including new employees and employees on a Letter of Agreement. Participation is voluntary.
- B. To become a member, an employee must complete a membership application and contribute one day of sick leave during the open enrollment period. Membership shall be for one year (July 1 - June 30), each qualifying employee must reapply each annual

enrollment period for which they want to be a member of the Bank.

III. Procedures and Regulations for Membership

- A. Beginning in the 2025-2026 school year and for each subsequent year, the open enrollment period shall be from May 1 through May 31 and the eligibility period shall run from July 1 through June 30.
- B. New employees shall be eligible to enroll within 30 days of the date of hire.
- C. Employees who initially choose not to participate in the Bank may enroll at a subsequent open enrollment period.
- D. Sick Leave Bank members must contribute one day of sick leave at the enrollment period. If an employee submits an application but does not have one day of sick leave available to contribute on day that the eligibility period begins, that employee shall be denied membership in the Sick Leave Bank for that year. In addition to the donation of one day of sick leave to enroll in the sick leave bank for the following year, individuals may also contribute any days they have accrued beyond 60 leave days during any annual enrollment period in which they are entitled to enroll.
- E. All contributions to the Bank remain the property of the Bank and under no circumstances can a member withdraw his/her accumulated days from the Bank. If the Bank were ever to be dissolved, the days will become the property of the Dorchester School District Two.
- F. A member may cancel his/her application during the open enrollment period by written notification to the Sick Leave Bank Board.
- G. Should the number of leave days within the Sick Leave Bank reach or become lower than 25% of the number of members an open enrollment period will be declared for new members.

IV. Regulations for Use of the Bank

- A. In order to be approved to receive days from the Sick Leave Bank, an employee must meet the following criteria.
 - 1. The employee must be a current member of the Bank.
 - 2. The employee must have been out of work for at least 20 consecutive workdays as a result of catastrophic illness or accident to him/herself. Or, in the case of intermittent catastrophic illness, the employee must have been out of work for 20 cumulative days for reasons related to the catastrophic illness. Employees may submit an application prior to being absent for the 20 cumulative days; however, days will not be awarded by the Sick Leave Bank Board for the initial 20 day period.
 - 3. The employee must have exhausted all advanced and/or accumulated sick days, vacation days, and/or compensation days. The employee may submit an application prior to exhausting all accumulated leave time; however the days will not be awarded by the Sick Leave Bank Board for the days prior to exhaustion of all accumulated leave.
 - 4. The employee, if eligible, must apply for leave under the Family Medical Leave Act ('FMLA') either prior to or concurrently with an application for leave from the Sick Leave Bank.
- B. An employee who meets eligibility criteria as described in this document may apply to draw upon the Sick Leave Bank by completing an "Application for Use of Sick Leave Bank" form. This application must be accompanied by a "Physician's Confirmation" form confirming the nature and expected duration of the disabling condition. Employees requesting additional days must reapply in a timely manner. An additional form from the

physician must be completed each 30 calendar days.

- C. Application must be submitted to the Personnel Department designee who will schedule meetings of the Sick Leave Bank Board.
- D. All members applying for additional days from the Sick Leave Bank will be notified in writing of the decision of the Sick Leave Bank Board.
 - 1. All applications for leave using the Sick Leave Bank shall be presented to the Sick Leave Bank Board anonymously. The non-voting administrative assistant shall remove all identifying information from the applications prior to presentation to the Sick Leave Bank Board.
 - 2. All decisions of the Sick Leave Bank Board are made based on a majority vote and the decision of individual members of the Sick Leave Bank Board shall not be disclosed.
 - 3. Sick leave requests may, upon request of the applicant and at the discretion of the Sick Leave Bank Board, be approved dating back to the date in which the Personnel Department designee received the application assuming all other requirements are met at that time. Applications will not be backdated beyond the date in which the application is received by the Personnel Department.
 - 4. All rejected applicants shall be notified in writing. Members may appeal a rejected decision only once by reapplying and submitting additional documentation on the "Physician's Confirmation" form. If Members resubmit the application without additional documentation, the application will be denied.
 - 5. All appeals will be responded to in writing.
 - 6. No appeals or grievances regarding decisions made by the Sick Leave Bank Board will be entertained by the District administration or the Dorchester School District Two Board of Trustees. Final decisions are made by the Sick Leave Bank Board.
- E. The maximum number of days which may be drawn from the Bank for any catastrophic event is 90 days per term of the Sick Leave Bank.
- F. Sick leave days from the Sick Leave Bank will not be granted until after the twentieth day of illness. There will be no reimbursement for the first 20 days of illness.
- G. Members utilizing sick leave days from the Bank whose illness is expected to last for more than 90 days should apply for state disability benefits on or before the exhaustion of the Sick Leave Bank withdrawals that they are granted.
- H. Should a member of the Sick Leave Bank be approved for any type of disability benefits during the time he/she is receiving sick leave days from the Sick Leave Bank, he/she must notify the Sick Leave Bank in writing within three business days of his/her notification of approval for disability. Termination from the Sick Leave Bank will begin immediately upon receipt of that notice.
- I. Beginning in the 2025-2026 school year, the Sick Leave Bank will operate concurrently with the fiscal year, July 1-June 30. Sick leave bank days will be granted up to June 30 of each year. Should a member of the Sick Leave Bank request days beyond June 30, he/she must reapply and provide the necessary documentation for the Board to vote on whether to grant additional days.
- J. Members shall only be approved for disbursement of days from the Sick Leave Bank for those days in which they were previously contracted (or under a Letter of Agreement) to be employed. Members will not be approved for disbursement of days from the Sick Leave Bank for any days in which the Member was not previously anticipated to work.
- K. Members who have been approved for worker's compensation due to a job-related injury will not be eligible to receive Sick Leave Bank days.

- L. Members may only draw a total of 90 sick leave bank days total over the course of their career within the District.
- M. Sick leave days from the Sick Leave Bank will not be granted for illness or hospitalization related to a normal pregnancy, except in cases of extreme complications of pregnancy, as documented by a physician and approved by the Sick Leave Bank Board.
- N. Forms to be used by the employees for membership application, application for additional sick leave days from the bank and physician's confirmation are available from the Personnel Department or on the Personnel Page of the District Website.

Issued: 7/22/24; Revised 7/28/25

Dorchester County School District Two
