Classified Sick Leave Bank Policy

There shall be a sick leave bank jointly established for classified, as well as administrative staff and certified staff who are not covered by the Negotiated Agreement. The bank shall have the following qualifications:

1. To participate, the employee must contribute one (1) day of their annual leave annually or at their open enrollment. That qualifies the employee for use of the bank, if needed, for the entire fiscal school year, from July 1st through June 30th. If an employee utilized the Sick Leave Bank the previous school year, they will be required to contribute two (2) days of their annual leave at their open enrollment.

2. Unused days at the end of a plan year will be carried over to the succeeding year.

3. The employee must have used all of his/her accumulated annual and sick leave (including vacation leave) to be able to apply for use of the Sick Leave Bank.

4. An application requesting withdrawal of days from the sick leave bank must be filed with a governing committee. That committee will be appointed annually by the superintendent or designee to include representatives of both classified staff and administrative staff.

5. The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family. Elective procedures, including pregnancy and cosmetic procedures, are not eligible for use of the Sick Leave Bank.

6. The maximum number of days an employee may draw from the bank will be determined by the governing committee. In no case will that number of days overlap the beginning date of KPERS disability benefits for the employee.

7. The governing committee will set guidelines for staff to follow regarding the Sick Leave Bank.

8. *Classified/Administrative Employee Sick Leave Bank members will need to donate one (1) additional day to remain a member of the Sick Leave Bank if/when the balance of hours in the bank drops below 120 hours in a given year.*

Denial of the application to withdraw days from the Sick Leave Bank may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the governing committee of the bank, one person appointed by the Board of Education, and one person appointed by the two members of the appeal committee. It is understood that the Board of Education may appoint one of themselves as its committee member or appoint a classified staff or administrative staff. The decision of the appeal committee will be final.

Note: Immediate family is defined as employee's spouse, children, sibling, spouse's sibling, grandchildren, parents, spouse's parents, grandparents, or other person whose residence has been or is the home of the employee.