



Bessemer City Schools
Sick Leave Bank Guidelines
(Approved)

No applications or requests will be retroactively-processed for absences prior to the current pay period

GENERAL GUIDELINES

1. Any full-time employee can become a member by completing a Sick Leave Bank Enrollment form (SB-E) during the designated enrollment periods of new employment, Open Enrollment and Mid- Year Inductions.
2. All first year educators may enroll upon hiring, but will not become active members until they have three (3) earned sick days to be deposited in the sick leave bank.
3. Returning employees can become a member only during open enrollment each year, which is August 1 through September 30.
4. The Bank allows participating members who have exhausted all of their sick leave, earned personal leave and 75% of vacation leave to borrow up to ten (10) days pending approval. The days will automatically be paid back as days are accrued.
5. To apply for a loan from the Sick Leave Bank, All sick leave members must complete a Sick Bank Donor Request form (SB-R) to receive a loan or donated catastrophic leave days from participating sick leave members.
6. This should be submitted to the Sick Bank Committee via the Human Resources Department at the Central Office. The decisions will be based on the circumstances of the illness or disability.
7. If an employee leaves employment with an outstanding debt to the bank, a day's pay will be deducted for each day owed on the final paycheck.

Sick Leave Bank Frequently Asked Questions

Q: What is a Sick Leave Bank?

A: *The bank allows participating employees who have used up all of their sick leave to borrow up to 10 sick days to be repaid each month as days are earned.*

Q: How are the borrowed days paid back to the bank?

A: *The days will automatically be paid back as days are accrued each month. If an employee leaves employment with an outstanding debt to the bank, a day's pay will be deducted for each day owed on the final paycheck.*





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Q: How do I become a Member?

A: Any full-time employee can become a member by completing the Sick Leave Bank Enrollment form (SB-E) and deposit (3) days of their earned sick days into the bank. If they currently have no accumulated days, they can commit their next (3) days earned and still become a member. Membership will be active automatically upon the accumulation of three earned sick leave days. Returning employees can become a member during open enrollment which is August 1 through September 30 of each year.

Q: How do I apply for a loan?

A: As a member, you will complete a Sick Leave Bank Donor Request form (SB-R) and return to the Sick Bank Committee via the Human Resources Department at the Central Office.

Q: Can I wait until I get sick and use up my sick leave and then join the bank?

A: No.

Q: Can I stop membership in the Sick Leave Bank once I have joined?

A: Yes. You can cancel membership during the designated periods of enrollments by submitting a Sick Bank Withdrawal (SB-W) form. Keep in mind that by not participating in the sick leave bank you can't receive a loan for sick days. You also cannot apply for catastrophic leave donations and you cannot donate days to anyone.

Q: How do I qualify for Catastrophic Illness for sick leave days?

A: You must be a member of the Sick Leave Bank to accept or donate sick leave days.

Q: How is Catastrophic Illness defined?

A: Any illness or injury, certified by a licensed physician, which causes the member to be absent from work for an extended period of time.

Q: How may I apply for Catastrophic Leave?

A: You must send a signed letter requesting a catastrophic leave of absence and the dates of the leave. A physician statement must accompany your letter. This information should be submitted to the Human Resource Department.

Q: How may I donate sick leave days to a participating member approved for catastrophic leave?

A: Complete a Donor Employee Submittal form (SB-D) available online at the Bessemer City Schools website.

Q: How many sick days may I donate for a catastrophic illness a person?

A: You may donate up to thirty (30) sick days to any (1) one individual





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Q: How many catastrophic sick days may I accept?

A: *You can only accept days for the length of time your physician states you can't return to your duties. Any catastrophic leave taken after this time will be unpaid.*

Q: Can members of a Sick Leave Bank at another Alabama public education system donate days to employees at Bessemer and vice versa?

A: *Yes. The Sick Leave Banks are authorized by the State of Alabama to send sick days to other Sick Leave Banks within the public education system in Alabama. This is only allowed when a participating member has been approved for catastrophic illness.*

Q: When will my donated days be deducted from my pay stub ?

A: *Please take into consideration that any donated days may take up to 30 to 60 days to process and show up on your pay stub.*

BESSEMER CITY SCHOOLS SICK LEAVE BANK PROCEDURES

Amendments of the rules and regulations of the Sick Leave Bank shall be submitted by the Committee to the participating employees for approval. Any ad hoc amendment of rules, guidelines and elections due to extenuating circumstance and vacation of office must be submitted to the general assembly for an approval by a majority vote of sick leave bank members who submit a vote.

The following conditions must be met to withdraw days from the Sick Leave Bank:

- a. All accumulated sick, personal leave and 75% vacation leave of the employee must be exhausted.
- b. A request for the loan of days from the Sick Leave Bank must be received in the human resources office on or before the tenth of each month.
- c. All requests for Sick Leave Bank withdrawals must be in whole day increments.
- d. In cases where the contributor has been incapacitated, the employee's designated agent may apply to the Committee on the contributor's behalf.
- e. At the discretion of the committee, and upon the request of the applicant, loans may be granted retroactively to the first day of absence occurring during the current pay period.
- f. The Committee may require a statement from the applicant's physician certifying the nature of the illness or disability.





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Any sick leave drawn from the bank by a participating employee shall be used for the illness, injury, or disability of the employee or his/her mother, father, spouse, or child. The sick leave bank may also be utilized in the event of death in the immediate family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt.) The Committee may require a copy of a death certificate or death announcement for verification purposes.

A participating employee who uses sick leave from the bank shall have all earned days credited directly to the Sick Leave Bank as they accrue until the borrowed amount is paid in full.

The Committee is empowered to investigate any alleged abuse of the Sick Leave Bank and on a finding of wrongdoing, the employee shall be required to repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to other appropriate disciplinary action as determined by the Board of Education.

BESSEMER CITY SCHOOLS CATASTROPHIC ILLNESS PROCEDURES

You must be a member of the Sick Leave Bank in order to donate or receive Catastrophic Sick Leave. A Catastrophic illness is any illness, injury, pregnancy or a medical condition related to pre-childbirth certified by a licensed physician which causes the member to be absent from work for an extended period of time. The beneficiary employee must submit to the Human Resources Department of Bessemer City Schools a statement from a licensed physician defining the catastrophic illness and the date you can physically return to work. If the illness pertains to anyone other than the employee or a member of the immediate family, the employee must also submit in writing the circumstances to justify a catastrophic leave. The beneficiary employee must also submit in writing to the Human Resource Department of Bessemer City Schools a request for catastrophic leave and their consent to receive donated sick days along with a sick bank application requesting to borrow ten (10) days. A determination will be made if a catastrophic leave is applicable in accordance with state guidelines to approve/disapprove the request. After an employee has exhausted all of their accrued sick, personal and 75% of vacation leave, members of the sick bank in all Alabama public education systems may donate up to thirty (30) days each to the receiving employee. The same goes for Bessemer City Schools' employees who wish to donate to someone outside the district. The forms are available online at the Bessemer City Schools website. Unused donated days will be returned to the donating employee. Donated days do not have to be repaid.

