

## **Sick Leave Bank**

A “Sick Leave Bank” plan for full-time certified and classified employees is hereby established in accordance with applicable provisions of state law. The plan shall allow each employee to deposit into the bank an equal number of his/her earned sick leave, not to exceed five days. These days shall be available for loan to any other participating employee whose leave days have been exhausted.

- A. **Sick Leave Bank Committee**- The Sick Leave Bank committee will be composed of one member representing the Board and four members representing participating members of the sick leave bank. The Member representing the Board will be appointed by the Superintendent, subject to Board approval. The participant representatives will be selected by the sick leave bank members.
1. **Nomination** – Before each election of participant representatives, the board will hold an open nomination period. Any employee who is eligible to participate in the sick leave bank may be nominated for one of the participant representative positions. Each Principal will nominate a maximum of two persons to be voted upon by the SLB members.
  2. **Voting** – Each eligible nominee will be placed on the Sick Leave Bank Committee ballot. Voting will take place by ballot at Board facilities at the time specified or as may otherwise be provided by the Board. Supervision of voting will be by local facility personnel. Voting members will be required to verify their ballot by signing the Board’s voter record. Votes will be forwarded to the Human Resources Department for final tabulation. The four candidates receiving the highest number of votes will serve as participant representatives on the Sick Leave Bank Committee.
  3. **Term of Committee Members** – Sick Leave Bank committee members will serve for a term of one year and may not serve for more than five years. The term will begin on September 1<sup>st</sup> and end on August 31<sup>st</sup>. Vacancies occurring on the SLB Committee shall be filled by appointment by the SLB Committee. An individual filing an unexpired term will serve the duration of the unexpired term.
  4. **Chairman of the Sick Leave Bank Committee** – The Sick Leave Bank Committee will elect a chairman from among its representatives at its first annual meeting. The chairman will be responsible for conducting meetings, and for organizing meetings as necessary.
  5. **Meetings** – The Sick Leave Bank Committee will meet at least annually following each enrollment period.
  6. **Sick Leave Bank Committee Duties** – The Sick Leave Bank committee will develop proposed rules and regulations for the Sick Leave Bank, to be submitted to participating members for approval. At a minimum, said rules and regulations must include those terms and provisions that are required by statute. The Committee has the authority to review both participation in the Bank and requests for leave to ensure compliance with state law and Board policy. The respective committee shall submit said proposed rules and regulations to the Board of Education for approval. The SLB Committee shall make available contribution forms to all eligible employees. Forms for requesting loans from the SLB shall be available at the

Central Office, in the principal's office at each school and on the Clarke County BOE website.

- B. **Employee Participation** – Participation in the Sick Leave Bank is voluntary and open to all full-time employees of the Board.
1. **Enrollment** – Any full time employee of the Clarke County Board of Education shall be eligible to join the Sick Leave Bank at anytime, provided that such employee has accrued the minimum amount of five (5) unused sick leave days. Eligible personnel shall be allowed to become members of the bank by depositing five (5) of their unused sick leave days into the bank and having completed the appropriate forms. During “Open Enrollment”, at the beginning of the school year (August & September), if employees do not have the minimum number of days required to join, the local board can advance to employees the prerequisite number of days to join.
  2. **Loan Eligibility** – A sick leave bank member shall not be eligible to use sick leave from the SLB until he/she has exhausted all earned sick, vacation and personal leave days. The maximum number of days that can be borrowed by an individual from the SLB shall be 15 days, including the five (5) days the individual has on deposit, unless over 50% of the participating members of the SLB vote to extend said limit. Request for loans must be turned in to the committee by the 10<sup>th</sup> of each month. The SLB Committee will meet to approve or disapprove loan request.
  3. **Definition of Sick Leave** – Any sick leave days drawn from the SLB by a participating employee shall be used in accordance with the definition of sick leave set forth in the Code of Alabama.
  4. **Repayment of Loan for SLB** – Sick leave days owed to the SLB shall be repaid at the rate of one day per month beginning with the next sick leave day earned after the loan was granted by the SLB and continuing until the days loaned have been completely repaid. Loans not exceeding the 5 days you have on deposit in the SLB will be handled by the Payroll Department at the Central Office. Request for loans exceeding the 5 days must be approved by the SLB committee. Participating employees cannot leave the School System without repaying the sick leave days to the SLB. If the employee has no sick leave days remaining, then the said value of the loan shall be deducted from the individual's final pay check at the prevailing daily rate of said employee, as set forth on the pay scale of the Board of Education. If an employee's final check is not sufficient to repay the sick leave days owed, the money will be owed by the employee or the estate of the employee.
  5. **Termination of Membership** – A participating member of the bank who wishes to voluntarily withdraw from participation in the bank at any time may do so by completing the notice of termination. All days previously deposited will be returned to the employee's regular account within 15 days after the date of the notice of termination is received by the SLB committee, provided all accounts are settled.
  6. **Unused Sick Leave Days** – If more days are borrowed than are needed by a participating employee, the unused days will revert to the SLB.

7. Additional Loans from SLB – A doctor’s statement must be attached to the request form for any additional requests for sick leave days in one school year.
8. Abuse of the SLB – The SLB Committee shall investigate all allegations of abuse of the SLB. Should there be any finding of wrongdoing, the employee shall repay all sick leave days drawn from the SLB and be subject to the other appropriate disciplinary action as determined by the Board of Education.

C. Catastrophic Sick Leave -

1. Catastrophic Illness Defined – Legislative Act 93-753 defines catastrophic illness as “any illness or injury certified by a licensed physician which causes the employee to be absent from work for an extended period of time.” The extended period of time will be determined on a case-by-case basis by the Board.
2. Eligibility – In order for an employee to participate in the Catastrophic Sick Leave plan as defined in Legislative Act 93-753, he/she must meet the following eligibility criteria:
  - a. Be a full-time employee
  - b. Be a member of the school System’s Sick Leave Bank
  - c. Have exhausted all earned sick, annual, and personal leave days. This will include the 3<sup>rd</sup> personal leave day.
    - 1) Beneficiary Employee Eligibility – In order for an employee to receive, and use donated catastrophic sick leave days from employees of the Clarke County School System or from employees of another Alabama school system, the beneficiary employee must be a member of the SLB.
    - 2) Donating Employee Eligibility – An employee of the Clarke County School System must be a member of the SLB to donate catastrophic sick leave days to another employee of the Clarke County School System. The transfer of such days must be from the SLB to and through the beneficiary’s school system SLB.
3. Donating Limits – An employee, at his/her discretion, may donate up to 30 days to be used by an employee of the Clarke County School System. If the employee is a member of the SLB, he/she may also donate such sick leave days to an employee in another Alabama public school system.
4. Beneficiary Limits – There is no limit on the number of sick leave days a beneficiary employee may receive under the catastrophic sick leave plan.
5. Donated Days Defined – The sick leave days donated by an employee to the SLB or an employee in another Alabama public school system for catastrophic illness purposes are regular sick leave days and are deducted from the donating employee’s state accumulated sick leave days. Therefore, the individual employee(s) donating such days will not be able to recover the donated days. However, if the beneficiary employee is employed in the Clarke County School System and does not use all sick leave days donated to him/her, the days will revert to the credit of those employees who donated the days.

6. Procedures for Obtaining Approval – Inter-System – Prior to participating in the catastrophic sick leave plan, employees of the Clarke County School System must receive approval from the Board. To initiate the approval process, employees must:
  - a. Complete Sections I and II of the Catastrophic Sick Leave Approval Form.
  - b. Have the attending physician complete Section III of the Catastrophic Sick Leave Approval Form.
  - c. Transmit the completed Catastrophic Sick Leave Approval Form to the Superintendent for review, approval and submission to the Board for approval.
  
7. Procedures for Donating: Inter-System – To donate catastrophic sick leave days to another employee of the Clarke County School System an employee should:
  - a. Determine if the employee to whom the days are to be donated has been approved for catastrophic leave by the Board.
  - b. Complete Sections I, II, and III on the Catastrophic Sick Leave Transfer Authorization Form. All items on the form should be completed to include date, signature of donating employee and a witness.
  - c. Transmit the completed form to the Payroll Department.
  - d. Must be a member of the Sick Leave Bank.
  
8. Procedures for Obtaining Approval and Donating: Intra-system – All sick leave days transferred for use by an employee in another Alabama public school system must be transferred through the Clarke County School System SLB, i.e. no days may be transferred employee to employee. An employee of the Clarke County School System desiring to transfer catastrophic sick leave days to an employee in another Alabama public school system he/she must:
  - a. Be a member of the system’s SLB.
  - b. Contact the recipient to have the appropriate official in the Alabama Public School System where he/she is employed to transmit a completed approved copy of their catastrophic sick leave form to the Payroll Department of the Clarke County School System.
  - c. After receiving the above form, the Superintendent or designee will notify the Clarke County School System Employee. The employee desiring to transfer days should complete the Transfer Authorization Form. The total number of days donated will then be transferred by the Superintendent or designee to the school system’s sick leave bank.
  
9. Earning Sick Leave Days while on Catastrophic Leave – A beneficiary employee on catastrophic sick leave will earn regular sick leave days while on such leave at the rate of one per month; however, the earned sick leave day must be used each month as it is earned.