

**COVINGTON COUNTY SCHOOLS
SICK LEAVE BANK AND CATASTROPHIC LEAVE
GUIDELINES**

I. MEMBERSHIP

- a. Any employee of the Covington County School System shall be eligible to become a member of the Covington County Schools Sick Leave Bank, hereafter designated as SLB, provided that such employee has accrued a minimum of five (5) unused sick leave days.
- b. At the beginning of each scholastic year, or upon employment of a new employee, as the case may be, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable him or her to join the bank.
- c. An employee transferring into the Covington County School System during the year may join the SLB if they were already a member of the SLB at their previous job location and have five (5) sick leave days available to deposit in this SLB for enrollment.
- d. To enroll, an employee shall make a deposit of five (5) earned days of sick leave to the SLB from their personal sick leave account.
- e. An employee must be a member of the SLB to borrow or donate any sick leave days.
- f. Enrollment for current employees shall be during the thirty (30) calendar days following the first institute day of each school year.
- g. Any member may withdraw from the SLB during the final thirty (30) calendar days of the school term. Any outstanding loan days beyond the deposited days shall be due at this withdrawal and shall be recovered at full pay rate. Any deposited days not borrowed shall be returned to the employee's personal sick leave account upon withdrawing from the SLB.
- h. No member of the SLB shall be permitted to accumulate in excess of 225 days of sick leave, including those days on deposit in the SLB.

- i. Any member retiring or transferring to another system shall withdraw their five (5) deposited days.
- j. Should, at any time, membership in the SLB drop below fifty percent of the employees in the Covington County School System, said bank shall be abolished with all days on deposit being returned to the respective remaining participants.

II. LOAN DAYS

- a. Only members of the SLB are eligible to request sick leave loans.
- b. Members requesting sick leave loans shall have exhausted all of their whole personal and sick leave days.
- c. Requests for sick leave loans from the SLB must be made on the SLB form supplied to each school.
- d. The maximum number of days a member may borrow from the SLB on a single application or accumulated total will be fifteen (15) days including their five (5) donated days. After these days have been depleted, an application may be made to extend this to a maximum of ten (10) additional days. Consideration shall be given to transferring this application to catastrophic illness leave.
- e. No member shall be allowed to owe more than ten (10) days more than the member has on deposit to the SLB, unless over 50 percent of the participating members of the SLB vote to extend this limit.
- f. Approval of an application can only be retroactive to the payroll cutoff date of the current payroll period.

III. CATASTROPHIC ILLNESS

- a. Catastrophic illness is defined as any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.
- b. You must be a member of the SLB to donate or receive catastrophic illness days.
- c. The catastrophic option may be exercised after the members have used all their personal and sick leave days including fifteen (15) days available from the SLB.

- d. The SLB Committee member shall notify the SLB Committee Chairperson within two (2) working days of an application for catastrophic illness leave.
- e. Approved catastrophic illness days shall be granted only if there are sufficient loan days donated to the bank by other members and designated for this catastrophic illness application.
- f. Once approved, the Committee Chairperson will send out a notice to all SLB Committee members who will in turn post this notice at each local bulletin board or other appropriate place. This notice will notify members of the need for additional donated days to support this catastrophic illness application.
- g. These donated days to be used for catastrophic illness days shall be donated from each individual's personal sick leave days, not from SLB days. Donated days shall become available for use by the beneficiary who shall not be required to repay the days. No employee may donate more than 30 sick leave days per employee.
- h. Days for catastrophic illness that were granted and not used by the beneficiary shall revert to the members who donated the days. The days will be returned on a proportional basis when the beneficiary member returns to work. A period of thirty (30) working days must pass before the unused days are returned to the donors.

IV. ACCOUNTING

- a. For members who have any loaned sick leave days, all accruing days of sick leave shall be deposited to the SLB until all loaned sick leave days have been repaid. This will include the initial five (5) day deposit. After that, accruing sick leave days shall be deposited to the members personal sick leave account.
- b. All SLB sick leave day transactions shall appear on members monthly pay check stubs. A negative balance will indicate an outstanding loan of sick leave days beyond the original deposit of five (5) sick days.
- c. SLB shall lend only full days of sick leave with the exception of when an individual has one-half day regular sick leave or one-half personal leave that they must use before applying for a loan.

V. SLB COMMITTEE

- a. The SLB Committee shall be comprised of five (5) employees, one representing the authority and four (4) representing the participating members of the sick leave bank. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the sick leave bank committee. The term of office shall be one year. The chief executive officer of the authority shall be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process. The chief executive officer of the authority shall also appoint the authority's representative on the committee, subject to board approval.
- b. The SLB Committee may recommend changes in the rules and regulations only when approved by a majority vote of the SLB Committee and a majority vote of the membership.
- c. The SLB Committee will elect, by a majority vote, a chairperson from among its members at the beginning of each year.
- d. Meetings of the SLB Committee shall be scheduled on a regular basis as determined by the committee. Additionally, meetings may be called by the chairperson or by a majority of the committee members. Decisions may be made by telephone polls.
- e. Any alleged abuse of the use of the sick leave bank shall be investigated by the committee and, on a finding of wrongdoing; the employee shall repay all of the sick leave credits drawn from the SLB and be subject to other appropriate disciplinary action as determined by the Board of Education.
- f. Appeal of any of the decision of the SLB Committee shall be submitted in writing to the SLB Chairperson specifying the reasons for the appeal. The SLB Chairperson shall then call a meeting of the SLB Committee within five (5) working days to consider the appeal. The member will be given the opportunity to meet with the SLB Committee. Within five (5) more working days, the member will be notified of the SLB Committee's decision.
- g. Further appeal of this decision shall be in compliance with the grievance policy of the Covington County Board of Education.