

3.9—SICK LEAVE BANK

A sick leave bank (SLB) is established for the purpose of permitting employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, when the employee has exhausted all such leave. The District will maintain one (1) sick leave bank for both Licensed and Classified employees. Participation in the SLB is voluntary.

New staff members and other employees not previously contributing to the SLB will be given an opportunity to join each September by contributing one (1) sick day to the bank. The employee will complete a “Sick Leave Bank Contribution” form distributed by the District’s Human Resources department to indicate his/her consent to participate and contribute to the SLB. All “Sick Leave Bank Contribution” forms will be submitted no later than **September 15**. Once a sick leave day is contributed to the Sick Leave bank, it will not be returned to the employee’s accumulated sick leave.

If a member of the SLB makes a withdrawal from the bank, he/she must contribute one (1) day of sick leave at the beginning of the next school year to reestablish membership in the SLB.

If, during the course of a school year, the SLB balance of days is reduced to thirty (30) or less, the District’s Human Resource Department will notify all employees and will request the immediate completion of the “Sick Leave Bank Contribution” form. An employee’s failure to contribute another day of his/her accumulated sick leave will terminate that employee’s participation in the SLB until the next opportunity to contribute occurs.

The Superintendent shall appoint a Sick Leave Bank Committee. That committee shall consist of five (5) members: two (2) licensed employees, two (2) classified employees, and one (1) administrator. The terms of the committee shall be for two (2) years. The Committee will consider all SLB requests and vote to approve or deny the request. The determination of the committee shall be final.

Withdrawals

The Committee may grant sick leave up to twenty (20) days per contract year with a limit of ten (10) days per request. Sick leave will only be granted for serious or catastrophic illness or injury of an employee or his/her immediate family (not including accidents for which the employee is receiving Workers’ Compensation), which causes the employee to be absent from work and when the employee has exhausted all accumulated sick leave, current sick leave, personal leave and vacation days.

Requests for withdrawal from the sick leave bank must state the reason(s) for the request and the number of days requested and must be accompanied by a detailed statement from an attending physician of the nature of the malady and the expected duration thereof.

If the information provided to the Committee is deemed by a majority of the Committee to be insufficient, the Committee may require additional information or deny the employee’s request, at its discretion.

The Committee shall have the authority to grant, reduce or deny any request. However, the Committee may grant no request, or any granted time may be withdrawn, when the employee accepts retirement; is eligible for Social Security Disability; or other disability insurance or the employee returns to work.

Spousal Donations

When an employee has exhausted all accumulated sick leave, current sick leave, personal leave and vacation days, employees who are married are eligible to utilize each other's sick leave up to twenty (20) days per contract year. Written permission must be received for each day of donated sick leave. If the employees are paid at different rates of pay, the lesser rate of pay shall be used for the purpose of the donated sick leave days.

A combination of sick leave days from the sick leave bank and/or spousal donations cannot exceed more than twenty (20) days per contract year.

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