

Policy

Book	Salem City Public Schools School Board Policy Manual
Section	G: Personnel
Title	SICK LEAVE BANK
Number	GCBDEC-BR
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Legal	
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Policy Detail

A sick leave bank for school board personnel covered by sick days contributed by enrolled employees shall be maintained. Enrollment shall be voluntary on the part of the employees.

All employees who have one or more continuous years of experience with the Salem school division and who are eligible for sick leave are eligible for enrollment by donating two full days of accumulated sick leave to the bank. To receive credit for one year of experience, the employee must be contracted to work 160 days or more. Enrollment may be accomplished by forwarding the Sick Leave Bank Application Form (sample attached) to the Director of Business Services' office.

The periods for enrollment shall be as follows:

1. An employee may enroll within the first 30 calendar days of the employees' second year of employment.
2. An employee who does not enroll when first eligible (under item 1 above) may do so between any subsequent September 1 to October 1 period by making application to the Director of Business Services' office. An employee must be enrolled in the plan for six months prior to becoming eligible to utilize the benefits of the sick leave bank.

Procedures Governing the Use of the Sick Leave Bank Entitlement

1. The employee must make application for this benefit. The benefit is not automatic.
2. The sick leave bank entitlement may be used by an enrolled employee for a major and protracted illness, the duration of which requires the employee to utilize all accumulated sick leave. Entitlement is for the enrolled employee only; family illnesses are excluded from coverage.
3. The first 30 consecutive working days of illness or disability must be covered by the employee's own accumulated sick leave or by leave without pay.
4. An enrolled employee shall not be permitted to use sick leave bank benefits until all sick leave is depleted.
5. A doctor's certificate is required before an enrolled employee can use the sick leave bank entitlement. This certificate is to be submitted to the Director of Business Services and must include the enrolled employee's name and social security number. The doctor must indicate 1) the nature of the illness or disability, 2) the fact that the employee is totally unable to perform any work because of such illness or disability, 3) the date the employee ceased work and, 4) approximately how long the employee will be unable to return to work.
6. A maximum of 45 working days from the bank may be utilized each school year by any one enrolled employee. Enrolled employees who withdraw days from the sick leave bank must return to work and must meet the requirements of items 2, 3, 4, and 5 before again becoming eligible to utilize sick leave bank benefits. After returning to work, if the enrolled employee suffers a relapse within 30 calendar days due to the same illness or disability which necessitated initial utilization of the bank, the enrolled employee need not meet another 30-work-day uncovered period.
7. If through the enrolled employee's own fault, he or she does not apply for benefits when eligible, the central office shall make every attempt to backdate eligibility. In no case, however, shall benefits be made retroactive if the eligibility period was more than six months before application.

8. Repayment Requirements
9. At the beginning of each school year, following receipt of the loan, the loan recipient shall donate a minimum of three (3) days to the sick leave bank, until the loan has been repaid in full. Upon termination of employment, any balance due the sick leave bank shall be repaid to the sick leave bank from the individual's balance of unused sick days.

Additional Assessments

The employees enrolled in the bank shall be assessed an additional day (or days) of sick leave when the bank's balance is reduced to 100 days.

Notification of such assessment shall be sent to each enrolled employee at the time it is determined to be necessary, and the assessment shall be made unless the enrolled employee chooses to cease enrollment in the bank. An enrolled employee not wishing the assessment may terminate enrollment in the bank by notifying the Director of Business Services' office, in writing, within 30 calendar days from the date of the notice. An enrolled employee who has no sick leave shall be assessed this day from the first sick leave subsequently accumulated.

Termination of Employment

Upon termination of employment or withdrawal of membership in the bank, a participating employee shall not be permitted to withdraw or receive payment for his or her contributed day(s).

*Final determination of utilization of the Sick Leave Bank will be at the discretion of the Superintendent.

SALEM CITY PUBLIC SCHOOLS