I. Purpose

The purpose of the sick leave bank is to provide employees with sick leave upon the exhaustion of all accrued leave days.

II. Establishment

In order to withdraw sick leave days, eligible employees must, by statement of intent to participate, join the bank.

III. Bank Administration

The sick leave bank shall be administered by a committee composed of a classroom teacher from each school, a non-certified employee from each school, a representative from the principals, and a representative from the superintendent's office who are members of the sick leave bank. The members of the committee shall be elected by bank members of each prospective group. The committee members will elect a chairperson. The committee members shall serve staggered terms of three years. Committee members may be reelected. More than one half of the committee members must be present when considering a request to withdraw sick leave days from the bank. The responsibilities of the committee are as follows:

A. Receive and consider statement of intent to participate in the bank.

B. Monitor and keep account of the number of days in the bank.

C. Consider all applications to withdraw days from the Sick Leave Bank.

D. Investigate and inform the superintendent of any perceived violation of the policies and provisions of the bank.

E. Recommend any additions, deletions or modifications to sick leave bank policies or provisions. Such recommendations shall be submitted to the superintendent for approval.

F. Report on a periodic basis the status of the bank to the members by posting the minutes of each meeting in their respective school.

G. Approve additional levies of sick leave days to replenish the bank when it reaches a level set forth in the guidelines. Notification of the levy will be made to the bank membership at least thirty days in advance or as early as possible.

H. Make the final decision in awarding sick leave days from the bank. Such decisions are final and not subject to appeal to the Board of Education.

I. Meet at least two times during the school year.

J. The superintendent should annually inform the Board of Education of the bank status .

IV. Bank Membership

the worker's compensation payment. Sick leave days from the bank would become effective on the eleventh day of absence.

Participating employees shall be eligible to draw up to a maximum of fifty sick leave days per calendar year. Each application shall be accompanied by a physician's statement. Photostat copies of the doctor's statement will be accepted.

Unused sick leave bank days granted but not used will always be restored to the bank on the first day that the employee returns to work.

For a member to become eligible to draw sick leave days from the bank a second time within one calendar year, that person must remain off the payroll for five (5) continuous days and become eligible on the sixth day of absence. Members may request to withdraw days from the bank for the third or more time within one calendar year only after they have been off the payroll for three (3) continuous days and becomes eligible on the fourth day of absence.

If a member is incapacitated and cannot act on his/her own behalf, a family member (spouse, children, etc., or designated person) is authorized to transact necessary sick leave bank actions.

Any participating employee withdrawing sick leave shall not be required to replace those days except as a regular contributing member to the sick leave bank. **Exception**: Alleged abuse of the sick leave bank shall be investigated by the committee and reported to the Board of Education. Should evidence of wrong-doing be found, the employee shall repay all sick leave credits drawn from the sick leave bank as well as salary paid to employee by the Board of Education. The guilty bank member would also be subject to such other disciplinary action as determined by the Board of Education to be appropriate.

VI. Spousal Donation of Sick Leave

An employee of Union County Board of Education may donate up to ten (10) sick leave days to his or her spouse if such spouse is also an employee of Union County Board of Education for purposes of maternity leave, illness, illness of a family member, or death of a family member.

VII. General Provisions

A. Rules and provisions of the sick leave bank can only be changed by the superintendent upon the recommendation of the sick leave bank committee.

B. A copy of the sick leave bank policy shall be distributed to each employee. Approved changes to the policy shall be distributed to each member not more than thirty days after approval.

C. Should the bank be dissolved, all sick leave days in the bank will be divided equally among the participating members.

UNION COUNTY SCHOOL SYSTEM
SICK LEAVE BANK STATEMENT OF INTENT

Name_____School_____

Address_____Position_____

_____Date of Employment_____

Soc. Sec. #_____No. of Sick Leave Days Accrued_____

STATEMENT OF MEMBERSHIP

I hereby apply for membership in the sick leave bank. As a condition of membership, I agree to have one (1) day of my accrued sick leave deducted and placed in the sick leave bank. I have read the sick leave bank policy and agree to adhere to its provisions.

_____
Signature

_____
Date

(For Office Use)

Date Approved_____

Sick Leave Bank Chairperson_____

I do not wish to be a member of the sick leave bank. _____

I wish to withdraw as a member of the sick leave bank. _____

_____
Signature

_____
Date