

## **8.6—SICK LEAVE BANK —CLASSIFIED EMPLOYEES**

### **DESCRIPTION OF SICK LEAVE BANK**

A Sick Leave Bank is set up to help members in extreme emergencies, such as open heart surgery, terminal cancer, extensive cancer treatment, organ transplants or when other catastrophic illnesses or disabilities occur to the member or to a member's family as defined in **Policy 8.5**. Routine parental leave does not qualify for borrowing.

A member shall not be granted any days from the Sick Leave Bank until all his/her own sick leave is depleted. The member must use all personal days before requesting days from the Sick Leave Bank. All twelve (12) month employees must also use all their vacation days before making a request. The total number of days that may be withdrawn by any member shall not normally exceed twenty (20) but could be extended to forty-five (45) upon approval of the Sick Leave Committee.

#### **A. ELIGIBILITY**

1. The Sick Leave Bank is to be set up for classified employees of the Arkadelphia Public School District.
2. To participate, the employee must contribute one (1) day of sick leave to the Sick Leave Bank when he/she becomes a member.
3. An employee has the opportunity to become a member by enrolling between August 25 and September 10. At such time, he/she will be assessed one (1) day. New employees, hired during the year, may become a member at the time of employment. He/She will be assessed one (1) day at this time.

#### **B. MAINTENANCE**

1. Members will be assessed for days when the Sick Leave Bank has reached a point of near depletion.
2. Members will donate only one (1) day at a time.
3. Days assessed cannot be returned to employees and will be carried forward in the Sick Leave Bank.
4. A member utilizing sick leave days from the bank shall not have to replace those days except as a regular contributing member.

#### **C. ADMINISTRATION**

1. A five (5) member committee shall oversee the administration of the Sick Leave Bank with the assistance of the Superintendent. The committee shall be comprised of a member from each of five classified groups – Transportation, Custodial, Classroom Personnel, Office Staff, and At-Large (including, but not limited to Nurses, Food Service Director, Maintenance and Technology staff).
2. Each category will elect a representative to serve on the Sick Leave Bank Committee. Each representative will serve a term of two (2) years from the time he/she is elected. (These terms will be rotated every other year so the Committee will always have members with experience serving.) The Sick Leave Bank will elect a chairperson.
3. The District Payroll Clerk will keep the records of the Sick Leave Bank.
4. The Sick Leave Bank Committee will determine the need for activation of the Sick Leave Bank, upon receipt of a Sick Leave request form. This form is to be submitted to the Sick Leave Bank Chairperson or the Payroll Clerk by the employee or his/her representative, if the employee is unable to do so. The application must be accompanied by a physician's

statement. (Request form should be submitted at or near depletion of accumulated sick leave and before payroll deduction is made.) The Extended Request Form must be submitted for a request of additional days over the original 20.

5. Upon receipt of application, the Committee will call a meeting as soon as possible.
6. If the Sick Leave Committee has questions concerning an application, the person submitting the application may be asked to meet with the Committee before a decision is made.

Legal Reference: Act 791 of 1989

A.C.A § 6-17-1208

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