

HUMAN RESOURCE

CAREGIVERS LEAVE BANK

I. CAREGIVER

"Caregiver" means any employee of the Ohio County Board who:

A. Is a spouse, child or parent of any employee meets the following qualifications:

1. He or she is also an employee of the Ohio County Board of Education and
2. He or she is currently is eligible to receive benefits from the Sick Leave Bank as established in Regulation 4009.01.

B. Is a parent of a dependent child who is suffering from a catastrophic illness or injury.

II. CATASTROPHIC ILLNESS OR INJURY

"Catastrophic illness or injury" means a medical or physical condition that incapacitates a family member of the caregiver and results in the caregiver being required to take leave as defined by the rules of the board to care for the family member.

III. LEAVE BANK

The Ohio County Board of Education has established a personal leave bank for caregivers which is separate from the Sick Leave Bank as defined in regulation 4009.01. The Caregiver Leaver Bank shall be operated pursuant to the following rules:

- A. An employee may contribute no more than two days of personal leave per school year;
- B. The bank is established jointly for both professional personnel and school service personnel and is available to all school personnel;
- C. The rules established in Regulation 4009.01 shall also apply to The Caregiver's Leave Bank.
- D. Where the caregiver is caring for an absent employee as defined paragraph (A) of this section, leave bank days may

4009.02

only be used by a caregiver who is absent from work during the same time period as the absent employee for whom care is being provided; and

- E. Must be an active employee with less than five days accumulated personal leave.
- F. The use of these days by the caregiver for the extension of insurance coverage pursuant to West Virginia Code is prohibited.
- G. Contributions shall reduce, to the extent of the contribution, the number of personal leave days to which a contributing employee is entitled by West Virginia Code §18A-4-10. Provided, that the employee's contribution may not reduce the number of entitled personal leave days without cause.
- H. No employee is compelled to contribute to a personal leave bank.

REGULATION REVIEWED: June 9, 2014

REGULATION ADOPTED: October 28, 2002

OHIO COUNTY BOARD OF EDUCATION

CAREGIVERS LEAVE BANK ENROLLMENT FORM

I, _____ request to become a member
(Print Name)
of the Caregivers Leave Bank available to employees of
Ohio County Schools.

I hereby authorize the Human Resource Office to deduct one day from my sick leave. I understand that should the Caregivers Leave Bank need additional days, I must give one additional day, up to a maximum of two per year, to remain a member of the Caregivers Leave Bank.

I agree to abide by the rules established in the Caregivers Leave Bank Policy/Regulation and should I have questions and/or concerns, they may be addressed to the Director of Human Resources.

Signature _____
Date _____
Social Security Number _____