

## **8.6 - CLASSIFIED EMPLOYEES' SICK LEAVE BANK**

When a non-certified employee has a need for additional sick days, due to a catastrophic, unusual illness, or accident, a written request must be made to the Superintendent and approved by the sick leave committee. An employee must have completed two(2) years employment in the Paris School District to be eligible to borrow sick days.

An employee may contribute up to three (3) days from his/her sick leave bank, per written request. A sick leave contribution form must be filled out, signed and turned in at the superintendent's office.

The contributed leave, from employees with the most days in their sick leave banks, will be used first.

The leave will be added to the requesting employee's leave bank as needed.

The sick leave committee will include four (4) non-certified employees and the Superintendent or his/her designee.

Legal References: A.C.A. § 6-17-1208

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