

**BRYAN COUNTY BOARD OF EDUCATION
SICK LEAVE BANK RULES AND PROCEDURES**

Rev. 9/2016

SICK LEAVE BANK

A Sick Leave Bank shall be sanctioned by the Bryan County Board of Education. Sick Leave Bank days shall be established from employees' voluntary contributions of accumulated sick leave. Employees may withdraw only within the guidelines established by the Sick Leave Bank governing committee.

PURPOSE

The purpose of the Sick Leave Bank is to provide contributing members who suffer a personal catastrophic illness or whose immediate family member suffers a catastrophic illness, with additional sick leave days once the member's own accumulated leave has been exhausted. Catastrophic illnesses can be described in part as severe injuries or illnesses that are unusually prolonged or complex, require lengthy hospitalization or recovery, or incapacitate the person from working. Examples include, but are not limited to, cancer, leukemia, heart attack, stroke, etc. **Immediate family members are defined by the Sick Leave Bank Rules and Procedures as spouse, children, and parent (or in loco parentis).**

ADMINISTRATION OF THE SICK LEAVE BANK

1. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of seven (7) employees on a three-year staggered term rotation; a school-based administrator; a member of the central office staff; a secondary teacher; a middle school teacher; an elementary school teacher; and two representatives from the classified staff. The Superintendent and an employee from the Department of Finance shall be ex-officio members of the committee. The committee members shall be appointed from members of the Sick Leave Bank who have indicated their willingness to serve on the committee. The committee members shall be appointed by the Superintendent and his/her designee. Reappointment and vacancies will be handled in the same manner.
2. The committee shall have the responsibility of receiving, verifying, and approving or denying requests for Sick Leave Bank withdrawals. The committee shall elect a chairperson, a vice-chairperson, and a secretary.
 - a. The committee shall render a decision on all applications within ten (10) working days after receiving a complete and properly submitted request.
 - b. The decision must reflect a majority of the entire active committee
 - c. A majority of the active committee members, which constitutes a quorum, shall be present to conduct the official business of the Sick Leave Bank Committee.
 - d. The committee members shall use the following criteria in administering the Sick Leave Bank and in rendering their decisions:
 - Medical evidence of catastrophic illness or injury
 - All types of accumulated leave must be exhausted
 - History of use of sick leave
 - History of use of Sick Leave Bank
 - e. The committee chairperson shall prepare an annual report to be presented to the Superintendent of Schools and the Board of Education at the July board meeting.

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- f. The Board of Education in no way obligates itself or assumes responsibility should the Sick Leave Bank find itself inadequate to respond to the needs of its membership.
 - g. A minimum of 120 employees shall enroll in the Sick Leave Bank in order for the bank to be activated.
3. All records of the Sick Leave Bank shall be maintained by the Human Resources Department.
 4. The committee shall inform the Payroll Department of all applications approved and the amount of additional leave granted any employee.

MEMBERSHIP RULES

Any person entitled to sick leave in the Bryan County School System and who has met eligibility requirements of the Sick Leave Bank, may become a member by donating one day of his/her accumulated sick leave annually during an annual open enrollment period. The annual open enrollment period for the Sick Leave Bank shall coincide with the annual SHBP Open Enrollment period. Membership requests will only be accepted during the annual open enrollment period. Newly hired/rehired employees who accrue sick leave are eligible for enrollment during the open enrollment period that occurs during their second year of employment. The second year of employment is defined as the second contract signed by the certified employee and twelve (12) calendar months plus one (1) day for the classified employee. The donation of one sick day to establish membership must be deposited in writing on the Sick Leave Bank Donation Form. Members will be reassessed one day per year, to be added to the Sick Leave Bank on the first working day of each calendar year, or more often if necessary, not to exceed two (2) days per year, to sustain the Sick Leave Bank balance. Donations of sick leave to the Sick Leave Bank are not refundable and are not transferable.

PROCEDURES FOR APPLICATION FOR SICK LEAVE BANK WITHDRAWALS

1. A member of the Sick Leave Bank shall be eligible to make application to the Bank provided that:
 - a. He/she has been absent from work, due to catastrophic illness, including but not limited to injury, emergency surgery, or temporary disability, at least ten (10) consecutive workdays immediately prior to when the day Sick Leave Bank days begin. Grants will not be made for elective surgery or pregnancy, unless a catastrophic illness results from either of these.
 - b. He/she has exhausted his/her own accumulated leave, including sick, personal and/or vacation. The request for Sick Leave Bank withdrawal must be applied for within ten (10) working days of all other leave being used.
2. In the event that a member is physically or mentally unable to make a request to the Sick Leave Bank Committee, a family member or agent may file the request on the member's behalf.
3. All requests to withdraw days from the Sick Leave Bank shall be filed in the Human Resources Office at the Bryan County Board of Education. The Sick Leave Bank Committee will review up to two (2) times the same request by an employee.
4. The Sick Leave Bank Withdrawal Form shall be accompanied by a physician's statement verifying condition and attesting to the individual's incapacity to perform assigned duties.
5. An applicant *may be* required to undergo at his/her own expense a medical review by a physician approved by the committee.

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6. Sick leave days must be used for personal illness or injury, temporary disability, and/or the illness/injury of an immediate family member*.
7. Leave grants from the Bank shall be in units up to twenty (20) consecutive workdays. In the event of an employee's terminal illness as verified by medical documentation, a 1-time grant of the full, allowable 60 days may be made.
8. Applicants may submit requests for extensions of leave before their prior grant expires.
9. The maximum number of days any member may receive in any twelve (12) month period is sixty (60) days. The twelve (12) month period shall be defined on a "rolling" calendar year. The "rolling" year commences on the 1st day of the leave grant.
10. All leave granted, but not used by the member, must be returned to the Sick Leave Bank.
11. Sick leave granted that is used by the member does not have to be repaid, except as all members are uniformly assessed.
12. Substance abuse will be considered as an illness provided ongoing intensive treatment is occurring.
13. Each member shall sign an Authorization Form stating that he/she is aware of the provisions of the Sick Leave Bank and also that he/she relieves the committee and the Bryan County School System from any liability as a result of actions taken by the committee.
14. Membership in the Sick Leave Bank will end on the date employment by the Bryan County Board of Education ends.
15. Any fraudulent information or misinformation will automatically render application to the Sick Leave Bank null and void.
16. Additions and/or revisions to the current Sick Leave Bank Rules and Procedures will be made by the committee as the need arises.
17. Applications for sick leave during the first sixty (60) days for new Sick Leave Bank members shall be limited to emergency situations.
18. Leave grants shall not be made to employees who are receiving benefits from long/short term disability insurance, worker's compensation or any other employer-provided benefit for job or service related injuries or illnesses that are also related to a request for grants from the Sick Leave Bank.

PROCEDURES FOR APPLICATION TO THE SICK LEAVE BANK DUE TO IMMEDIATE FAMILY MEMBER ILLNESS

1. A member of the Sick Leave Bank shall be eligible to make application to the Sick Leave Bank provided that:
 - a. The Sick Leave Bank member has an immediate family member* who is suffering from a catastrophic illness or injury, non-elective surgery, or has a temporary disability that requires the presence of a caregiver, for at least ten (10) workdays prior to the day Sick Leave Bank days begin.
 - b. The Sick Leave Bank member has exhausted all of his/her own accumulated leave. Grants for Sick Leave Bank withdrawals must be applied for within ten (10) workdays of the time all other leave has been used.

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2. All requests to withdraw days from the Sick Leave Bank shall be filed in the Human Resources Department at the Bryan County Board of Education. The Sick Leave Bank Committee will review up to two (2) times any specific request.
3. The Sick Leave Bank Withdrawal Form shall be accompanied by a statement by the appropriate healthcare provider verifying condition and attesting to the family member's need for custodial care.
4. The maximum number of days any member may receive when required to care for a family member is thirty (30) days within a twelve (12) month period. The twelve (12) month period shall be defined on a "rolling" calendar year. The "rolling" year commences on the 1st day of the leave grant.
5. All leave granted, but not used by the member, must be returned to the Sick Leave Bank.
6. Sick leave granted and used by the member does not have to be repaid, except as all members are uniformly reassessed.
7. Each member shall sign an Authorization Form stating that he/she is aware of the provisions of the Sick Leave Bank and also that he/she relieves the committee and the Bryan County School System from any liability as a result of actions taken by the committee.
8. Membership in the Sick Leave Bank will end on the date employment by the Bryan County Board of Education ends.
9. Any fraudulent information or misinformation will automatically render application to the Sick Leave Bank null and void.