**Board Memo**

**DATE:** 12/4/2023

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Classified Employee Sick Bank Guidelines

**Date/Term (Beginning and End Dates/Year)**

Upon Review

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

03.22321 Sick Leave Bank; Strategic Plan Goal 2B

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Board policy 03.2231 ‘Sick Leave Bank’ requires the guidelines of the classified employee sick leave bank to be reviewed by the Board on an annual basis.

The Director of Human Resources, Human Resources Benefits Specialist, Human Resources Administrative Assistant, and current members of the classified employee sick bank committee met to review the guidelines prior to submission to the Board.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

No budgetary impact

**Funding Source**

Not Applicable

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

These guidelines are an informational item only and presented for the Board’s review

**CONTACT PERSON: (submitter)**

Eric Ball, Director of Human Resources