

**- CERTIFIED PERSONNEL -****Sick Leave Bank****PURPOSE**

The purpose of the Sick Leave Bank shall be to provide eligible, voluntarily participating District employees who have exhausted all of their accumulated sick leave days and other available paid leave days, the means of obtaining additional sick leave days. The Board's intent in organizing the Sick Leave Bank is to assist those employees who have suffered medical emergencies and/or prolonged illnesses beyond their control.

Sick Leave Bank days shall be used only for illness of, or an accident involving, a bank member. Days shall not be granted for a family member's illness or any circumstance other than personal illness or accident.

**MEMBERSHIP**

Upon receipt by the Superintendent of a signed statement of intent, any employee who receives sick leave benefits may contribute to the Sick Leave Bank.

~~Once an employee elects to participate in the Sick Leave Bank, membership is established for the entire school year.~~

**CONTRIBUTIONS**

Each employee who chooses to join the Sick Leave Bank shall initially contribute two (2) days of annual sick days to the bank. Each year thereafter, s/he shall contribute one (1) day until a total of ten (10) days have been contributed.

If the total number of days in the Sick Leave Bank falls below one hundred (100), the bank shall be re-opened for contributions. At such time, all members shall be reassessed on an equal basis.

Days contributed to the Bank may be used by any eligible employee. Sick days contributed to the bank will be deducted from the sick leave days available to the contributing employee. Days, once contributed to the bank, become the property of the bank and may not be reclaimed by the employee.

**ADMINISTRATION**

The Board shall administer the Sick Leave Bank through the Sick Leave Bank Usage Approval Committee. This committee shall consist of five (5) members serving alternating terms:

- One (1) classified employee selected by classified members of the Sick Leave Bank;
- Two (2) certified employees selected by certified members of the bank;
- One (1) Board member appointed by the Superintendent; and
- One (1) administrator appointed by the Superintendent.

After the initial membership of the committee is established, thereafter all appointees shall serve three (3) staggered terms. Members shall be appointed by October 31 in the year that the term expires, and take office as of November 1 of the same year.

**Sick Leave Bank****ADMINISTRATION (CONTINUED)**

Applications to enroll in and make withdrawals from the Sick Leave Bank shall be provided by the Central Office.

**ELIGIBILITY**

Only employees who are members of the Sick Leave Bank for a minimum of one (1) school year shall be eligible to draw on the bank. After an employee has exhausted all of his/her accumulated sick leave and other available paid leave days, s/he may draw leave days on the Sick Leave Bank based provided the following requirements are met:

1. No employee may draw from the Bank until s/he has missed ten (10) consecutive work days.
2. Days shall not be granted for reasons of child rearing or adoption leave.
3. A member's request for Sick Leave Bank usage must be supported by a doctor's statement indicating that the employee's illness or accident is the cause of the absence.
4. Members may not designate contributed sick leave days to be used by an individual or groups of individuals.

**APPEALS**

Under procedures developed by the Superintendent, bank members who wish to appeal the committee's denial of a request to use bank days may appeal in writing to the Superintendent. Members who wish to appeal the Superintendent's decision may appeal in writing to the Board.

**DISCONTINUATION**

At any time fewer than fifty (50) members are enrolled in the bank, the Sick Leave Bank Committee shall recommend to the Board that the bank be terminated. In the event that the Board discontinues the bank, any remaining days shall be equally divided among the employees who are members of the bank at the time of discontinuation.

**REFERENCE:**

[KRS 161.155](#)

**RELATED POLICY:**

03.2232

Adopted/Amended: 7/9/2015  
Order #: 1524