



# Bullitt County Public Schools

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TO: Dr. Jesse Bacon *JB*  
FROM: Dr. Tom Brillhart *TB*  
DATE: August 3, 2021  
RE: August Board Meeting Agenda Item  
Policy and Procedure Changes

Presented is the first reading of updates to Policies 03.12321 and 03.22321 (Sick Leave Bank) as well as Procedures 08.141 AP.1 (Drop-Out Prevention Procedures) and 09.42811 AP.2 (Harassment/Discrimination Reporting Form). Changes are due to the removal of the verbiage Assistant Superintendent for Support Services to Chief Operations Officer.

Please contact me should you have additional questions.

Attachments:

- Policy 03.12321 Sick Leave Bank – Certified
- Policy 03.22321 Sick Leave Bank – Classified
- Procedure 08.141 AP.1 Drop-Out Prevention Procedures
- Procedure 09.42811 AP.2 Harassment/Discrimination Reporting Form

*1st Reading*  
Approved by the  
Bullitt County  
Board of Education  
Date: ~~AUG 23 2021~~

**- CERTIFIED PERSONNEL -****Sick Leave Bank****MEMBERSHIP**

Upon receipt by the Superintendent of a signed statement of intent, any certified or classified employee may participate in the sick leave bank. The commitment to participate in the bank must be made during the month of August of any school year. Upon hire after August, new employees who wish to participate in the sick leave bank shall return the Deposit Authorization Form to the Superintendent/Designee within ten (10) working days of employment.

**CONTRIBUTIONS**

Each employee who is a member shall contribute one (1) of his/her sick days to the bank. The day, once contributed to the bank, becomes the property of the bank and may not be reclaimed by the employee except as specified in this policy. Only employees who are members of the sick leave bank shall be eligible to draw on the sick leave bank. Members may not designate contributed sick leave days to be used by an individual or groups of individuals. New contributors shall wait a minimum of ninety (90) days before a request will be considered.

If the balance in the bank is less than fifty (50) days, the bank shall be opened for re-enrollment of participating members. At that time, a donation of an additional sick day will be necessary from current members of the sick leave bank to continue membership in the bank.

**ELIGIBILITY**

After an employee has exhausted all of his/her accumulated sick leave and other available paid leave days, including (personal and emergency days), if applicable, s/he may draw on the sick leave bank when he/she is sick as per policy 03.1232. Exhaustion of earned emergency leave days shall not be required, if the event or occurrence generating the basis for the employee's request from the Sick Leave Bank does not satisfy Policy 03.1236.

Sick bank requests shall be no more than fifteen (15) days per application. The maximum number of sick leave days any participant may receive during any year (July 1 through June 30) is thirty (30) days. The maximum number of days any participant may receive as a result of any one (1) or the same illness or accident during two (2) or more consecutive years (July 1 through June 30) is sixty (60) days. Sick leave bank days shall be taken in whole day units only with a minimum of five (5) days per approved request. Bank members shall be ineligible to make bank requests for purposes of maternity except in cases involving complications. Grants of sick leave from the Sick Leave Bank shall not be made to any member for the purpose of undergoing elective surgery or during any period the member is receiving disability benefits from Social Security, the State Teachers Retirement Plan or receiving Workers Compensation payments. The sick leave bank committee, in its sole discretion to approve or deny requests, shall review and take into consideration the "totality of the circumstances" of the employee's request, including, but not limited to: the employee's other benefits, prior usage of accrued sick leave, prior requests from the bank, the basis for the request, and/or any other information deemed relevant by the committee.

**ACCUMULATION**

Unused days in the bank shall accumulate without limit.

PERSONNEL

03.12321  
(CONTINUED)

**Sick Leave Bank**

**ADMINISTRATION**

A sick leave bank committee composed of three (3) representatives shall be formed. Two (2) committee members shall be elected by and from the participating members to serve a two (2) year term of service. The Chief Operations Officer shall be appointed by the Superintendent to serve as the third member. The committee's responsibilities shall include, but not be limited to, electing of officers, filling unexpired terms of committee members, and determining eligibility criteria for use of bank days.

Deleted: Assistant Superintendent for Support Services

Sick leave bank committee members shall not rule on an application of their own or of a relative.

**DISCONTINUATION**

In the event that the Board discontinues the bank, all employees who are members of the bank at the time of discontinuation shall remain members without additional contributions until all days in the bank are exhausted.

**REFERENCE:**

[KRS 161.155](#)

**RELATED POLICIES:**

03.1233  
03.1241

**FORMS:**

03.12321 AP.21  
03.12321 AP.23

Adopted/Amended: 2/27/2017  
Order #: 2017-74

PERSONNEL

03.22321

- CLASSIFIED PERSONNEL -

### Sick Leave Bank

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**REFERENCE:**

[KRS 161.155](#)

**RELATED POLICIES:**

03.2233  
03.2241

**FORM:**

03.22321 AP.2

Adopted/Amended: 2/27/2017  
Order #: 2017-74