

DECATUR COUNTY SCHOOLS

Sick Leave Bank

PURPOSE

The purpose of the Sick Leave Bank is to provide the employees who suffer catastrophic illness or disability with additional sick leave days upon meeting eligibility requirements.

ESTABLISHMENT

In order for the Sick Leave Bank to become operational it must be approved by the Decatur County Board of Education and at least fifty (50) percent of the eligible employees must, by application, join the bank.

BANK ADMINISTRATION

The Sick Leave Bank shall be administered by the Sick Leave Committee. The Committee shall be comprised of the following:

- ☀ One representative from each school, to be appointed by the principal,
- ☀ One representative from the Central Office staff, to be appointed by the superintendent,
- ☀ The superintendent shall serve as an ex officio member of the Committee.

The Committee members shall serve terms not to exceed three (3) years. Committee members may be reappointed. The Sick Leave Bank Committee shall elect a chairperson, vice-chairperson and a secretary. The responsibilities of the Committee shall be as follows:

- A. Accept and approve applications for membership in the Bank.
- B. Maintain an accounting of the number of days in the Bank.
- C. Render a decision on all applications to withdraw days from the Bank within ten (10) working days of receipt of the application. The decision must reflect a majority of the entire Committee. The decision shall be final and binding and not subject to appeal.
- D. Maintain records, in cooperation with the Payroll Department, of all Sick Leave Bank activities regarding sick leave days. The Committee shall inform the Payroll Department of all approved requests and the amount of additional leave granted an employee.
- E. Enforce all policies and provisions of the Bank.
- F. Provide periodic reports on the status of the Bank to the membership.
- G. Approve additional levies of sick leave days to replenish the Bank when it reaches a level set forth in the guidelines. Notification of the levy will be made to the members at least thirty (30) days in advance.
- H. Meet at least two (2) times during the school year.
- I. Recommend any additions, deletions or modifications of Bank policies or provisions. Such recommendations shall be submitted to the Board of Education for approval.

BANK MEMBERSHIP

- A. All full-time employees who accrue sick leave are eligible to become members of the Bank. The employees must have worked with the school system at least one (1) calendar year and have accrued no less than five (5) sick leave days at the time of membership application.
- B. Membership in the Sick Leave Bank is voluntary.
- C. An employee wishing to become a member of the Bank must complete a participation form during the enrollment period, from the opening of school until October 1 of each school year.
- D. Each member of the Bank shall contribute one (1) sick leave day at the time of enrollment.
- E. Donations of sick leave days to the Bank are not refundable or transferable; except for Rules N and O as listed under the Withdrawal of Sick Leave Days.
- F. Membership in the Bank is considered continuous, unless written notice of the resignation of membership is received by the Committee within the enrollment period of a subsequent year.
- G. Each member shall contribute one (1) sick leave day each time the balance of the Bank falls below twenty-five (25) percent of the number of members in the Bank or as needed as determined by the Committee. In the event a member does not have a day of sick leave to contribute to the Bank, one (1) day will be contributed as that day is earned.
- H. The employee, upon resignation from the Bank, shall not be eligible to rejoin. If employment with the school system ceases, the member is placed on inactive membership. Membership status will be upgraded to active upon reemployment with the school system. Employees on approved leaves of absence are considered to be employed.

WITHDRAWAL OF SICK LEAVE DAYS

- A. Withdrawals are permitted for absences due to illness or injury or exposure to contagious diseases. Sick leave days may not be withdrawn for use under the provisions of O.C.G.A. 20-2-852.
- B. A member of the Bank shall be eligible to make application to the Bank provided that the first forty-five (45) consecutive days of illness or disability have been covered by the employee's own accumulated sick leave, vacation days or absence without pay. The employee may apply for benefits following the 45 day qualifying period. The employee must be absent without pay before sick bank days are granted.
- C. All requests to withdraw days from the Bank shall be filed with the Committee on the Sick Leave Request Form.
- D. The Sick Leave Bank Request Form shall be accompanied by a Physician's Form verifying illness and attesting to the individual's incapacity to perform assigned duties.
- E. An applicant may be required to undergo at his/her own expense a medical review by a physician approved by the Sick Leave Bank Committee.
- F. Members shall be eligible to draw ten (10) day increments from the Bank up to a maximum of fifty (50) days per school year (July 1 – June 30).
- G. Applicants shall submit requests for extension of leave before their prior grant expires.
- H. All leave granted but not used by the employee shall be returned to the Bank.

- I. If a member is incapacitated and cannot act on his/her own behalf, a family member or designated person may be authorized to submit the member's application.
- J. Any member withdrawing days from the Bank will not be required to replace these days except as all members are uniformly assessed.
- K. Alleged abuse of the Bank will be investigated by the Committee. Recommendations for disciplinary action, including repayment of all days withdrawn, will be forwarded to the Superintendent.
- L. A member of the Sick Leave Bank is not entitled to receive his/her base salary and workman's compensation simultaneously. No profit can be made from the illness or disability.
- M. Each employee shall sign the Sick Leave Bank Enrollment/Waiver Form stating that he/she is aware of the provisions of the Sick Leave Bank and also that he/she relieves the Sick Leave Bank Committee and the Decatur County Board of Education from any liability as a result of action taken by the Sick Leave Bank Committee.
- N. An employee of the Decatur County School System (DCSS) may donate up to ten (10) sick leave days to his or her spouse who is also an employee of the DCSS for purposes of maternity leave, illness of the spouse, illness of a family member, or death of a family member.
- O. If said employee has ten (10) days to donate, membership in the Sick Leave Bank may be waived for the Spouse to Spouse sick leave donation only as long as one of the spouses is a member of the Sick Leave Bank.