

SICK LEAVE BANK

The Scott County School System shall maintain a sick leave bank for full-time employees who have catastrophic or long-term illness or injury that have exhausted their own sick leave as long as one-third of the eligible members participate in the sick leave bank.

Membership Requirements

1. Eligible employees are those full-time employees who receive sick leave benefits.
2. Membership in the Sick Leave Bank is voluntary on the part of the eligible employees.

Enrollment

1. An eligible employee may enroll within the first 30 days of employment. An employee who does not enroll when first eligible may do so between any subsequent September 1 to October 15 by making application.
2. An employee may enroll in the bank by donating one (1) day of sick leave upon joining and one (1) day thereafter whenever an assessment is required during the school year and must be a member 30 days prior to application for benefits.
3. A member not having a sick leave day to contribute at the time of assessment shall automatically be assessed the first sick leave day subsequently earned.

Rules for Use

1. The Sick Leave Bank will be administered by the Central Office and an Advisory Committee. The Advisory Committee consists of one member from each personnel classification, the Sick Leave Bank Coordinator and the Human Resources Manager.
2. A member must make application for use of the Sick Leave Bank benefit; it is not automatic.
3. The first 10 consecutive contract days of illness or disability will not be covered by the bank but must be covered by the employees own accumulated sick leave days.
4. A member of the bank will not be able to utilize the Sick Leave Bank benefits until his or her sick leave supply is exhausted.
5. For a participating member to be eligible to receive Sick Leave benefits, a physician's certificate is required.
 - a. This certificate must include the date the health condition began, the probable duration of the condition, and the appropriate medical facts.
 - b. For family care, the certification must state that the employee is needed to care for the family member, and must also provide an estimated amount of time that he or she will need.
 - c. The health care provider must certify, based on the employee's statement of the care he or she will provide a family member, that the employee's presence is required or would be beneficial.
 - d. Where the leave is for the employee's own serious health condition, the certification must state the employee is unable to perform the essential elements of his or her job.
 - e. Upon returning to work, where the leave was for the employees own health condition, a doctor's release must be presented. If doctor has not released, and employee returns on their own volition, the employee must sign a waiver releasing the School System of any liability.

6. Sick Leave Bank may be used for the applicant's own personal illness and/or primary care giver of an immediate family member. Such leave may be granted for the following reasons:
 - Immediate family member consists of spouse, child, or parent with a serious health condition;
 - When a serious health condition (physical or psychological) makes the employee unable to perform essential job functions.
 - Maternity requests will be limited to complications up to the birth of the child. The six week period after delivery will be considered normal recovery time for any pregnancy and will not be covered by the sick leave bank. Consideration will be given to post delivery days only when a doctor will certify complications caused the mother to receive special treatment beyond the six weeks.

Special circumstances may be granted at the discretion of the Sick Leave Bank Advisory Board.

7. A maximum of 45 working days each school year can be drawn by any member of the Sick Leave Bank.
8. Days drawn from the bank for any one period of disability must be consecutive.
9. Members receiving Sick Leave Bank benefits must provide a progress assessment from his/her physician at the end of the thirty (30) days to be eligible for the additional fifteen (15) days.
10. Leave from the bank may not be used for disabilities which qualify the member for Worker's Compensation leave and/or insurance benefits. (cases pending will not be paid until resolution of such cases.)
11. The bank will carry over its total days from one school year to the next.
12. A member may withdraw from the bank, but days previously contributed will remain intact.
13. Participating members who have made application for Sick Leave Bank benefits and whose request was disapproved, may appeal the request to the Supervisor of Personnel or his designee.
14. Upon termination of employment or withdrawal of membership, a participant will not be permitted to withdraw his/her contributed day(s).
15. If an employee terminates membership in the Sick Leave Bank, they will not be permitted to join at a later date.
16. The Scott County School System reserves the right to abolish the Sick Leave Bank at any time. The Scott County School System will not assume responsibility for claims by any employee against the Sick Leave Bank from its inception or at any time in the future.
17. If the Sick Leave Bank becomes inoperative for any reason, the sick leave days remaining in the bank at that time will be distributed first to those members receiving benefits. From the remaining bank balance, the sick leave bank days will be credited to the nearest one-half (1/2) day to each participating member, if a sufficient number of days exist. If any insufficient balance exists to do this, the bank shall terminate and no further distribution will be made.