

SICK LEAVE BANK Q & A

1. What is the Sick Leave Bank?

There are six (6) Sick Leave Banks assigned to specific employee groups: Teachers/Instructional, Education Support Professionals, Clerical, Food Service, Maintenance, Facilities Service, Transportation, Security Specialists, Campus Monitors, Administrators and Confidential Office Personnel.

The purpose of a Sick Leave Bank is to provide continuing salary for seriously ill employees who have exhausted their available accrued leave time.

2. How do I join a Sick Leave Bank?

To join a Sick Leave Bank, you must be a full time employee, have worked for the School Board one (1) full year prior to enrollment, and have ten (10) days of sick leave accrual at the time of enrollment.

3. Do I have to donate a sick day each year to maintain my membership?

No, you will be required to donate one (1) sick day upon initial membership in the Sick Leave Bank; however, if the Bank balance falls below the minimum required balance; all members are contacted regarding the donation of an additional day to replenish the Bank balance. If you decline to donate another day, notice must be sent in writing and you will be withdrawn from membership in the Sick Leave Bank.

4. When can I join a Sick Leave Bank?

Enrollment for new members occurs October 1st through October 31st of each school year.

5. Do I have to reimburse the Bank for the days for which I received payment?

No, you will not be required to reimburse the Sick Leave Bank for payments received from the Bank.

6. How often can I request days from the Sick Leave Bank?

You may request to withdraw days from your Bank once per illness or injury if you meet established criteria.

7. If I decide to withdraw from the Bank, can I receive credit back for my sick day which was donated for membership?

No, once you have donated the day, you cannot be credited back for that day, if you decide to withdraw from the Bank.

8. Can I use my membership in the Bank to donate sick days to a family member employed in the District?

No, you may only use the Sick Leave Bank for your own use.

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9. How do I receive payment from the Bank?

Applications and instructions for withdrawal for all Sick Leave Banks are available on the Leaves Department's website at:

10. Will I be paid for holidays while I am receiving payment from the Bank?

Yes, if the paid holiday (as designated on your work calendar) is included during the period you are to receive payment from the Sick Leave Bank.

11. Can I save my accrued leave to use when I return to work?

No, you must have exhausted all accrued leave prior to receiving payment from the Sick Leave Bank.

12. Where can I find the procedures governing the Sick Leave Banks?

Procedures/guidelines and applications for each employee group are located after this page.

13. Am I required to participate in the Sick Leave Bank?

No, participation is voluntary.

Please note:

If an employee had previously joined their applicable Sick Leave Bank and subsequently accepts a position whose classification is covered by a different Sick Leave Bank, the employee must donate a day to join the Sick Leave Bank, which is applicable to the employee's new position. For example, a BTU-ESP employee who accepts a clerical position would now be required to join the Clerical Sick Leave Bank during the Open Enrollment period, in order to maintain their membership. The day that was donated to the previous Sick Leave Bank is not refundable. Enrollment in the new Sick Leave Bank is available during the annual enrollment period, October 1st through October 31st.