

**SICK LEAVE BANK  
OF  
JEFFERSON COUNTY SCHOOLS**

**‘HELPING FELLOW EMPLOYEES’**

**Sick Leave Banks are available to all permanent professional and service employees of Jefferson County Schools. Membership is simple. Contributions of days can be made to the banks between September 1 and January 1 of each school year. The rate of contributions is figured by individual accumulated sick leave and as follows:**

| <u>Accumulated Sick Leave</u> | <u>Contribution Rate</u> |
|-------------------------------|--------------------------|
| 5 – 60 days                   | 2 days                   |
| 61 – 120 days                 | 1 ½ days                 |
| 121 – 180 days                | 1 day                    |
| 181 days or more              | ½ day                    |

**Banks are kept separate: one bank for professional employees, one bank for service employees.**

**Full policies for each bank are available in the Department of Human Resources. The benefits coordinator may be contacted at (304) 728-9254 for information.**

**You may enroll as a member by completing the following information:**

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**SICK LEAVE BANK ENROLLMENT FORM**

**Name:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Professional:** \_\_\_\_\_

**Service:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## 2.8.7 Sick Bank Policies

### 2.8.7.1 Professional Sick Bank Policy

Board Approved 10/28/04

#### I. Purpose

The purpose of the Sick Leave Bank is to relieve the Jefferson County school employees from undue financial burdens due to absence from work on a long-term basis due to personal illness, injury, or incapacitation sufficiently severe that it would make their presence in the position inadvisable.

#### II. Rules

- A. The leave bank may be used only by the individual contributor for his or her personal illness.
- B. Only sick leave may be contributed to the leave bank.
- C. The Sick Leave Bank may not be used by unit members disabled by an injury covered by Workers' Compensation.
- D. Contributions can be made between September 1 and January 1 of each year. Employees except for those unit members may make contributions up to thirty calendar days after reaching permanent employee status. Unit members returning from extended sick leave or disability leave will be permitted to contribute to the bank upon approval of the committee.
- E. Permanent employees of the Jefferson County Public Schools shall be eligible to participate in the bank.
- F. In order to draw days from the Sick Leave Bank, unit members must contribute to the bank. No Sick Leave Bank days will be allotted until an employee has been without pay for three days. Contributors must use all sick leave and vacation days before applying for leave from the bank.
- G. A contributor will lose the right to utilize the benefits of the Sick Leave Bank by:

- B. The Sick Leave Bank Approval Committee will approve all requests before they are forwarded to the division of payroll.
- C. Should the Sick Leave Bank Approval Committee's vote not be unanimous in granting the leave requested by the applicant, the committee shall require a medical review by a physician of the committee's choice at the applicant's expense.
- D. Leave grants from the bank, approved by the committee, shall be made in units of no more than thirty consecutive working days for the individual applicant.
- E. Applicants may submit requests for extension of such leave grants as their prior grants expire. Such applications shall be made on the regular request form.
- F. Leave from the bank may not be used for reasons of maternity except in extreme cases: i.e., (a) surgical operations for extrauterine pregnancy or for other complications requiring intra-abdominal surgery after termination of pregnancy; (b) pernicious vomiting of pregnancy (hyperemesis gravidarum); or (c) toxemia with convulsions (eclampsia of pregnancy).
- G. If the Sick Leave Bank is exhausted, voluntary contributions from those individuals desiring to contribute, up to a maximum of two days per fiscal year, as stated in school law, will be allowed to replenish the bank. Such additional days will be deducted from the employees' annual days of personal sick leave. The Sick Leave Bank Committee shall determine the time when it becomes necessary to replenish the bank.
- H. Sick leave days withdrawn from the fund do not have to be repaid by the individual using them.

V. Sick Leave Bank Approval Committee

- A. The approval committee will consist of four employees of the Jefferson County Board of

## VI. Eligibility Criteria

The following criteria shall be used by the committee in administering the bank and in determining the eligibility and the amount of leave:

- A. Adequate medical evidence of serious illness
- B. Prior utilization of all eligible sick leave and vacation time

## VII. Contribution Rate

The rate of contribution for members shall be based on the following schedule:

- 5 to 60 days of accumulated sick leave – 2 days
- 61 to 120 days of accumulated sick leave – 1 1/2 days
- 121 to 180 days of accumulated sick leave – 1 day
- 181 days or more of accumulated sick leave – 1/2 day

## VIII. Appendix

All requests pertaining to the use of the sick leave must be on forms provided by the Department of Human Resources. These forms are available in all schools or the Department of Human Resources.

Legal Authority - § 18A-4-10

### 2.8.7.2 Service Sick Bank Policy

Board Approved 10/28/04

#### I. Purpose

The purpose of the Sick Leave Bank is to relieve the Jefferson County school employees from undue financial burdens due to absence from work on a long-term basis due to personal illness, injury, or incapacitation sufficiently severe that it would make their presence in the position inadvisable.

- I. A waiting period of three months will be required before a new member can use the Sick Leave Bank.
- J. The Sick Leave Bank will maintain a minimum of 250 days at the beginning of each school term. When the bank drops below 250 days, all members will be notified in writing of the assessment.
- K. New members will be assessed at the annual rate when they join, regardless of the number of days currently held in the bank.

### III. Application

To take leave out of the Sick Leave Bank, the employee or his/her representative must make written application to the administrator in charge of personnel on forms provided by the Department of Human Resources, and it shall be accompanied by a physician's statement describing the illness and a prognosis for a date to return to work.

The days in the Sick Leave Bank cannot be granted retroactively.

### IV. Procedures

- A. Contributions to the bank must be made on a Jefferson County Schools Sick Leave Bank Donation Form by the individual member and further contributions can only be cancelled by the employee completing a Sick Leave Bank Contribution Cancellation Form.
- B. The Sick Leave Bank Approval Committee will approve all requests before they are forwarded to the division of payroll.
- C. Should the Sick Leave Bank Approval Committee's vote not be unanimous in granting the leave requested by the applicant, the committee shall require a medical review by a physician of the committee's choice at the applicant's expense.

1. Administrator in charge of personnel (exofficio member)
2. Three service personnel (no more than one from a classification)

**B. Selection of Sick Leave Bank Approval Committee**

1. A form will be distributed to all service to determine who wishes to participate in the Sick Leave Bank.

Once the membership is determined, a letter will be distributed to the members asking for interested individuals who wish to serve on the committee to notify the Department of Human Resources in writing. Those names will then be placed on a ballot for a vote by the membership.

**VI. Eligibility Criteria**

The following criteria shall be used by the committee in administering the bank and in determining the eligibility and the amount of leave:

- A. Adequate medical evidence of serious illness

28. Prior utilization of all eligible sick leave and vacation time

**VII. Contribution Rate**

The rate of contribution for members shall be based on the following schedule:

5 to 60 days of accumulated sick leave -- 2 days  
61 to 120 days of accumulated sick leave -- 1 ½ days  
121 to 180 days of accumulated sick leave -- 1 day  
181 days or more of accumulated sick leave -- ½ day

**Appendix**

All requests pertaining to the use of the sick leave must be on forms provided by the Department of Human Resources. These forms are available in all schools or the Department of Human Resources.

Legal Authority - § 18A-4-10