

- CERTIFIED PERSONNEL -**Sick Leave Bank****PURPOSE**

The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

ADMINISTRATION

1. The Sick Leave Bank shall be administered by three (3) trustees.
2. All trustees shall be certified employees of the District who are contributing members of the Kentucky Teachers Retirement System. Two (2) shall be elected annually by participants in the Sick Leave Bank and one (1) Central Office certified employee shall be appointed annually by the Board and will serve as the chair of the Sick Leave Bank.
3. One (1) trustee shall serve a three (3) year term. One trustee shall serve a two (2) year term. The third trustee shall be the Central Office certified employee appointed annually by the Board.
4. Any vacancy occurring during the term of a trustee shall be filled by an alternate who shall serve the remainder of the term. Trustee candidates on the ballot during the election shall be ranked according to the number of votes received. The candidate receiving the highest number of votes after the trustee(s) are selected will be the first alternate. The candidate receiving the next highest number of votes will be the second alternate, etc.
5. The trustees shall be responsible for all of the records of the Sick Leave Bank, which shall be kept in the business office of the District. The trustees shall maintain all records of contributions, withdrawals and the current status of the Bank. The trustees shall inform the Central Office of all applications they approve and the amount of sick leave granted to each applicant.
6. Applications for use of sick leave from the Bank may be obtained from the Central Office. The trustees shall approve or reject all applications within ten (10) calendar days of their receipt of the application.

MEMBERSHIP PROVISIONS

1. All certified employees of the District who are full-time, contributing members of the Kentucky Teachers' Retirement System are eligible to voluntarily participate in the Sick Leave Bank by becoming contributors.
2. An open enrollment of thirty (30) days will be available for eligible employees to enroll in the Sick Leave Bank by voluntarily contributing one (1) day from their sick leave and one (1) day per year for the next two (2) years. All initial enrollments shall follow the same schedule (i.e., one (1) day the first year and one (1) day for each of the next two (2) years.)
3. Teachers employed after the enrollment period may elect to participate within thirty (30) calendar days of employment.

Sick Leave Bank**MEMBERSHIP PROVISIONS (CONTINUED)**

4. Nonparticipating, eligible employees will be provided an opportunity to enroll in September of each year.
5. Donations of sick leave to the Sick Leave Bank are nonrefundable and nontransferable, except in the event of the termination of the Sick Leave Bank. In the event that the Sick Leave Bank is terminated by the Board, the total days on deposit shall be returned proportionately to the participating members and credited to their personal sick leave accumulation.
6. If at any time the number of days in the Sick Leave Bank falls below two hundred (200), the trustees shall assess each member one (1) additional day of accumulated sick leave.
7. Employees participating in the Sick Leave Bank may cancel their participation in the Bank only during August by submitting written notice of cancellation to the trustees of the Sick Leave Bank. Membership withdrawal shall result in forfeiture of all days contributed.
8. Employees non-renewed at the end of a school year but re-employed on the first day of the following school year shall retain membership in the Sick Leave Bank.

SICK LEAVE BANK USAGE

1. Sick Leave Bank days may be granted only for instances of disabling illness, injury, or quarantine of the individual member or the member's immediate family as defined by policy 03.1232. 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 or the State Teachers Retirement Plan.
2. A participant shall not receive any sick leave from the Sick Leave Bank until he/she has exhausted all accumulated sick leave, personal leave and/or annual leave, including all Board extensions.
3. There shall be a waiting period of six (6) consecutive days following the exhaustion of all available "paid leave" before days from the Bank may be used.
4. Members of the Sick Leave Bank shall be eligible to make application to the Sick Leave Bank for sick leave only after having been a member of the Sick Leave Bank for thirty (30) calendar days. When a new member joins the Sick Leave Bank during the open enrollment in September, s/he would not be eligible to make application to the Sick Leave Bank until November 1.
5. All requests to draw upon the Bank must be made upon a Sick Leave Bank request form and submitted to the trustees at least ten (10) days prior to the expected date of usage. In extreme and unusual circumstances, exceptions may be approved.
6. A member drawing on the Sick Leave Bank may be required at any time to undergo, at his/her expense, a medical review approved by the trustees.
7. Sick leave grants from the Bank shall be of no more than twenty (20) consecutive days per application.

Sick Leave Bank

SIC LEAVE BANK USAGE (CONTINUED)

8. The maximum number of sick leave days any participant may receive during any annual payroll period is forty (40) 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 annual payroll (school year is July 1 to June 30) periods is eighty (80) days.
9. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
 - a. Resignation or termination of employment;
 - b. Cancellation of participation;
 - c. Failure to honor such assessment as may be required by the trustees;
 - d. Retirement;
 - e. Failure to comply with the guidelines, rules and regulations of the Sick Leave bank.

TERMINATION OR AMENDMENT

The Board may amend or terminate the Sick Leave Bank at any time. Notification of amendment or termination of the Sick Leave Bank by the Board shall be provided to all participating employees.

REFERENCE:

KRS 161.155

Adopted/Amended: 09/27/2004
Order #: 19-D