

**- CLASSIFIED 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.

As reference in this policy, "Sick Leave Bank" or "the Bank" shall mean the Classified Employees' Sick Leave Bank.

**ADMINISTRATION**

1. The Sick Leave Bank shall be administered by three (3) trustees and by one (1) advisor who shall serve as a non-voting member.
2. All trustees shall be classified employees of the District who are contributing members of the County Employees' Retirement System. Two (2) trustees shall be elected by participants in the Sick Leave Bank and one (1) trustee shall be appointed by the Board, serving as Chairperson. The Board may also appoint, at the Chairperson's request, a non-voting Central Office employee to assist with record keeping of the Bank.
3. The Sick Leave Bank advisor shall be a Central office employee appointed annually by the Superintendent.
4. The trustees shall serve three (3) year terms.
5. Any vacancy occurring during the term of a trustee shall be filled through appointment by the remaining trustees. The employee appointed by the trustees shall serve the remainder of the term.
6. 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 Trustee Chairperson shall maintain all records of contributions, withdrawals and the current status of the Bank and shall inform the Central Office Sick Leave Bank advisor of all applications they approve and the amount of sick leave granted to each applicant.
7. 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 classified employees of the District who are full-time, contributing members of the County Employees' 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 accumulated 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.)

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

3. Personnel employed after the enrollment period may elect to participate within thirty (30) calendar days of employment.
4. Nonparticipating, eligible employees will be provided an opportunity to enroll in January 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 forfeited.
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. This assessment can occur at any time during the school year.
7. Employees participating in the Sick Leave Bank may cancel their participation in the Bank only during Open Enrollment 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 County Employees' Retirement Plan.
2. A participant shall not receive any sick leave from the Sick Leave Bank until s/he has exhausted all accumulated paid 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 one (1) year after date of enrollment.
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.

**Sick Leave Bank****SICK LEAVE BANK USAGE (CONTINUED)**

7. Sick leave grants from the Bank shall be of no more than fifteen (15) consecutive days per application. If, at the discretion of the trustees, it is determined that the applicant is in need of more days than the fifteen (15) days (based on medical documentation), the trustees may grant up to the maximum thirty (30) days on a single application.
8. The maximum number of sick leave days any participant may receive during any fiscal year is thirty (30) days. The lifetime maximum amount of days any member may withdraw from the bank is sixty (60) 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.
  - f. Withdrawing the lifetime maximum number of days. Members will be notified in writing when they are no longer eligible to participate in the Classified 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: 4/5/2016

Order #: 194