

Sick Leave Bank Procedures

1. To apply for sick leave bank days an eligible employee must have totally depleted their accumulated and accrued sick leave. An unpaid interval may apply, please refer to the appropriate collective bargaining unit agreement.
2. The eligible employee shall complete the sick leave bank request form and submit the completed form to the Administrator for Business Services.
3. The appropriate Sick Leave Bank Committee will evaluate the initial sick leave bank request and recommend up to a maximum of twenty five (25) sick leave bank days or a number of sick leave bank days until the end of the school year, whichever is less. If sick leave banks days are approved, the employee will be notified.
4. If applicable, any subsequent request for sick leave bank days during the same school year by an eligible employee shall be submitted on a sick leave bank request form to the Administrator for Business Services. Please refer to the appropriate collective bargaining unit agreement for clarification.
5. The Administrator for Business Services and the Superintendent shall review a subsequent request for an additional twenty five (25) or more days and make a recommendation to the Board of Education.
6. A subsequent request for an additional twenty (25) sick leave bank days during the same school year shall be submitted for review by the Administrator for Business Services and the Superintendent at least twelve (12) working days prior to the scheduled regular board meeting the approved is being requested for. If subsequent sick leave banks days are approved, the employee will be notified.