

## **SICK LEAVE BANK**

The school board establishes a sick leave bank for all eligible employees. Employees eligible for the sick leave bank are those employees who are a member of either Plan 1 or Plan 2 of the Virginia Retirement System. Hybrid Plan members of the Virginia Retirement System are not eligible to participate in the Sick Leave Bank.

The school board reserves the right to abolish the sick leave bank at any time it considers the sick leave bank inappropriate. The school board does not assume responsibility for claims by any employee against the sick leave from its inception or at any time in the future.

### **A. Administrative Regulations**

Each eligible employee who accumulates sick leave is eligible for membership in the sick leave bank and may become a member by donating two days of sick leave upon joining and one day annually thereafter when an assessment is required.

### **B. Enrollment**

1. An employee may enroll within the first 30 days of employment. An employee who does not enroll when first eligible may do so between any subsequent August 15 and September 15 period by making a written request to the Director of Human Resources.
2. Membership in the sick leave bank shall be designated annually by the employee within the designated enrollment window of his/her intent to participate in the sick leave bank.

### **C. Application**

1. Before becoming eligible for sick leave bank benefits, the employee shall have completely exhausted his/her accumulated leave. Any one member may draw a maximum of 45 days each school year.
2. A member must submit a letter of request to the attendance clerk for use of sick leave bank entitlement within 10 working days after using all accumulated leave.
3. Members utilizing days from the sick leave bank will not have to replace these days.
4. Additional periods of disability resulting from a relapse of the original illness will be covered fully on a continuing basis up to the annual maximum of 45 days.

5. A doctor's certificate is required before a sick leave bank member can use his/her sick bank entitlement. This certificate must accompany the member's written letter of request to the attendance clerk advance of the absence for which the days are to be granted. Requests can only be made retroactively in cases of emergency.
6. The sick leave bank cannot be used for family care.
7. The contribution of a sick leave day to the sick leave bank by an enrolling employee will not interfere with said employee's attendance record.
8. The sick leave bank will carry over its total days from one school year to another.

#### D. Assessment

1. Participation in the sick leave bank will be assessed an additional day of sick leave at such times as the sick leave bank is depleted to 45 days. Notification of such assessment shall be sent each member at the time it is determined to be necessary.
2. A member who has no sick leave to contribute at the time of assessment shall be assessed this day(s) from the first sick leave day(s) subsequently accumulated.
3. Periodic reports will be made to the School Board each time the sick leave bank is accessed and will include the reason for access and the number of days left in the bank.

#### E. Termination of Sick Leave Bank

1. If the sick leave bank is abolished by the school board or by legal ruling, the remaining sick leave bank days shall be distributed first to those members drawing from the bank, and then to each member if sufficient days exist to return a minimum of one-half day to each member. If there are not sufficient days to return at least one-half day to each member, the sick leave bank will be terminated with no distribution of days to anyone.
2. If the sick leave bank becomes inoperative for any reason, the school board shall not be held responsible to anyone, enrolled now or eligible in the future, for any claims.

F. Termination of Employment or Membership

Upon termination of employment or withdrawal of membership from the bank, a participant will not be permitted to withdraw or be paid for his/her contributed day(s).

G. Donation of Additional Sick Days

Nothing in this policy precludes an employee from donating extra days to the sick leave bank. For example, a retiring employee who has accrued numerous days of sick leave may elect to donate some of these days to the sick leave bank. Also, employees leaving Essex County who may be accepting employment in which their sick leave is not transferable may elect to donate their otherwise lost leave to the sick leave bank.

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