

3.15.5 -- SICK LEAVE BANK - VAN BUREN SCHOOL DISTRICT

PARTICIPATION

No later than September 15 of each school year, certified or non-certified personnel may voluntarily contribute one day of their sick leave allowance to a Sick Leave Bank. Each certified or non-certified personnel wishing to make contributions to the bank shall do so on a Sick Leave Bank form submitted to a Sick Leave Bank chairperson or committee member.

GOVERNANCE-SICK LEAVE BANK COMMITTEE

A five member committee shall oversee the administration of the Sick Leave Bank with the assistance of the district office. The Sick Leave Bank Committee shall be comprised of two elementary teachers, two secondary teachers, and one non-certified employee, and one ex-officio school nurse. All members must have contributed days to the Sick Leave Bank. Sick Leave Bank Committee Members will be elected annually for two-year terms, except for the first year.

The first committee for 1993-94 will be composed of three members serving two-year terms and two members serving one-year terms. One-year terms will be served by one elementary teacher and one secondary teacher for the 1993-94 school year only. The five member committee elected for 1993-94 will determine which members will serve the one-year terms. The Sick Leave Bank Committee will be elected between September 15 and October 1 each year by personnel who have contributed to the Sick Leave Bank. The chairperson of the Sick Leave Bank Committee shall be elected from the five-member committee.

The Sick Leave Bank Committee shall decide on the requests for withdrawals from the bank in accordance with provisions of this policy.

RULES OF OPERATION

The Sick Leave Bank Committee shall administer the bank according to the following rules:

1. Only personnel who have made contributions to the bank may make withdrawals from the bank. Days once contributed to the bank may not be returned.
2. The Sick Leave Bank days may be used only upon exhaustion of a bank member's accumulated sick leave and personal business leave days.
3. Sick Leave Bank days may be granted only in cases of catastrophic (momentous tragic event) of a Sick Leave Bank member or immediate family.
4. Request for Sick Leave Bank days will be made on a Sick Leave Bank request form submitted to the chairperson or member of the Sick Leave Bank Committee. Explanation of previously used sick days should be included. Building Principal

input may be requested. Within five school days, the Sick Leave Bank Committee will meet and a notification will be sent to the applicant.

5. Sick leave grants made from the bank may be for up to 20 days for an individual applicant per year, if the days are available. A maximum of 10 days per request will be allowed.

6. After a Sick Leave Bank member withdraws days from the bank, he or she must contribute one day of his/her sick leave allowance at the beginning of the next school year to re-establish membership in the Sick Leave Bank.

7. Once days have been contributed to the Sick Leave Bank, the usage of those days shall be governed by the committee of the Sick Leave Bank.

8. Personnel who have contributed to the Sick Leave Bank will not be requested to contribute to the bank again as long as the bank contains no less than 30 days.

9. At any time, except in cases of hospitalization, the Sick Leave Bank Committee may request an applicant to undergo a physical examination by a physician approved by the Sick Leave Bank Committee. Said examination expenses shall be borne by the applicant.

10. In cases where the Sick Leave Bank Committee denies a request for use of Sick Leave Bank days, the denial of any request shall be in writing.

REPORTS

The Sick Leave Bank Committee shall be responsible for the proper maintenance and development of records and report forms.

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Approved by Board of Education 6/8/93

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