

### **3.9—SICK LEAVE BANK**

A sick leave bank is established for the purpose of permitting employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, when the employee has exhausted all such leave. Only those employees who contribute to the sick leave bank during a given contract year shall be eligible to withdraw from the sick leave bank. The District will maintain one (1) sick leave bank for both Licensed and Classified employees.

No later than September 15 of each contract year, employees may voluntarily contribute one day of accumulated sick leave for membership into the Sick Leave Bank. Each employee wishing to make contributions to the bank will complete a Sick Leave Bank Contribution Form and submit to the Sick Leave Bank chairperson or committee member. Once a sick leave day is contributed to the Sick Leave bank, it will not be returned to the employee's accumulated sick leave.

The Superintendent shall appoint a Sick Leave Bank Committee. That committee shall consist of five (5) members: two (2) licensed employees, two (2) classified employees, and one (1) administrator.

The terms of the committee shall be for three years with two members being replaced each year.

The Committee shall meet as necessary for the purpose of reviewing requests for withdrawal from the bank. The determination of the committee shall be final.

#### **Withdrawals**

The Committee may grant sick leave up to twenty (20) days per contract year with a limit of ten (10) days per request. Sick leave will only be granted for serious or catastrophic illness or injury of an employee or his/her immediate family (not including accidents for which the employee is receiving Workers' Compensation), which causes the employee to be absent from work and when the employee has exhausted all accumulated sick leave, current sick leave, personal leave and vacation days.

Requests for withdrawal from the sick leave bank must state the reason(s) for the request and the number of days requested and must be accompanied by a detailed statement from an attending physician of the nature of the malady and the expected duration thereof.

If the information provided to the Committee is deemed by a majority of the Committee to be insufficient, the Committee may require additional information or deny the employee's request, at its discretion.

The Committee shall have the authority to grant, reduce or deny any request. However, the Committee may grant no request, or any granted time may be withdrawn, when the

employee accepts retirement; is eligible for Social Security Disability; or other disability insurance or the employee returns to work.

### **Spousal Donations**

When an employee has exhausted all accumulated sick leave, current sick leave, personal leave and vacation days, employees who are married are eligible to utilize each other's sick leave up to twenty (20) days per contract year. Written permission must be received for each day of donated sick leave. If the employees are paid at different rates of pay, the lesser rate of pay shall be used for the purpose of the donated sick leave days.

A combination of sick leave days from the sick leave bank and/or spousal donations cannot exceed more than twenty (20) days per contract year.

Ref: A.C.A. 6-17-1208

Approved by Board of Education 06/08/93

Revised 1/02

Amended by Board of Education 02/12/02

Amended by Board of Education 04/12/16