

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GDCAA

SICK LEAVE BANK – CLASSIFIED PERSONNEL

A sick leave bank will be established and maintained for all district classified staff members. Participation shall be on a voluntary basis with employees who wish to participate initially contributing two days of unused sick leave to the bank. Employees may join during the first thirty (30) days of each school year, by contributing two days of their sick leave. When days in the bank drop to a balance of fifty (50) days, those members wishing to continue in the bank will be required to contribute one additional day on the appropriate authorization form. The ending balance of sick days for the school year will carry over to the following year.

PURPOSE: The Sick Leave Bank is established to provide paid sick leave days for Sick Leave Bank members who have exhausted all other leave available to them, which includes sick leave, personal leave, docked personal leave and vacation days. The provision of Sick Leave Bank days to a Sick Leave Bank participant is intended to provide assistance to employees with emergency or catastrophic illness leave needs. Therefore, the Sick Leave Bank Committee will consider requests for Sick Leave Bank days within the following parameters: emergency surgeries or non-elective surgeries, emergency bed rest, serious debilitating disease, terminal illnesses, severe accidents or extreme severe illness, emergency, or severe injury of a family member when no other attending family member is available for assistance. The Sick Leave Bank days are not intended to cover elective surgeries, normal illnesses such as flu or respiratory issues, doctor visits, normal or caesarian childbirth, post-child birth, elective postoperative recovery, or other common and ordinary uses for employee sick leave.

The following guidelines will be followed in administering this program:

1. Only employees contributing to the bank will be eligible to request use of days from the bank. Employees will not be eligible to draw from the bank until their two days have been accumulated and donated.
2. Days donated to sick bank will be deducted from the individual's available sick days.
3. Days contributed to the sick leave bank cannot be subsequently refunded. An employee's rights to the sick leave bank are discontinued upon termination of employment. An employee who is rehired may rejoin the sick leave bank, on a voluntary basis, by contributing two more days of their sick leave during the first thirty (30) days of the re-employment.
4. The sick leave bank may be used for personal illness and/or illness or death in the family as outlined above in the sick leave bank purpose.
5. The sick leave bank will be administered by the Sick Leave Bank Committee. The Sick Leave Bank Committee shall consist of not more than five members which will include: One (1) district-level administrator, two (2) elected certified staff members, two (2) elected classified staff members, and a non-voting member of either the Superintendent or his designee. Elected members of the Sick Leave Bank Committee will serve from October 1 to September 30 and will be required to sign a confidentiality statement.
6. The sick leave bank committee shall review each case independently. The committee shall make reasonable rules for the implementation of the bank; provided, said rules shall not be contrary to, or in conflict with, this article or district policies.

In the event you are facing a long-term medical-related absence, please refer to Policy GCCAB-R – Family and Medical Leave Act (FMLA).

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Sick Leave Bank Rules and Regulations

1. The two (2) certified staff members and the two (2) classified staff members will be selected by Park County School District No. 6 from an established pool of nominated or volunteered individuals created annually through an application process that is to be formed in August.
2. In the event that a request is received during a time when the Sick Leave Bank Committee is unavailable to meet, the chairman shall phone poll members for a vote to determine support for the request.
3. An employee wishing to request days from the sick leave bank shall submit an authorized written request form to the Human Resource Director. The request may be made by another member of the family and/or an administrator. A doctor's statement must be submitted, in the case of illness, to the committee, along with the request for withdrawal of days from the sick leave bank. The committee has the right to require a second doctor's opinion, at district expense, in warranted cases.
4. The committee shall only accept applications for two (2) or more consecutive days with a maximum of twenty (20) days per application, not to exceed one hundred (100) days per year.
5. Requests will be approved or denied by committee majority rule.
6. The Sick Leave Bank Committee will make reports to the Classified Participatory Management Council regarding decisions made by the committee throughout the term.

Adopted: 1/20/98

Revised: 12/16/03

Revised: 7/18/07

Revised: 1/15/19