

Administrative Rule

SICK LEAVE BANK REGULATIONS

Code GBRIBA-R Issued 12/15/21

Procedures and regulations for membership

- Open enrollment period will be held annually any dates determined by the Sick Leave Bank Board.
 - Personnel who are new to the district will have an open enrollment period of 60 working days after initial enrollment.
 - A special open enrollment may be declared by the Sick Leave Bank Board should the bank become depleted.
- Members must contribute at least one day of sick leave at the initial enrollment period and at least one day each year at the open enrollment period except as noted below:
 - In any year that the number of sick leave days in the bank is twice the number of members, no member except first-time members will contribute a day for that year.
 - At any time the total number of days in the bank reaches a level equal to or less than 25 percent of the number of members, an additional contribution of one day will be required and an open enrollment period declared.
- All contributions to the bank remain the property of the bank and under no circumstances can a member withdraw his accumulated days from the bank.
- All contributions to the bank will remain in force for the fiscal year in which they are contributed. At the end of a fiscal year, any days left in the bank will be carried forward to the next year.
- A member may cancel his membership during the open enrollment period by written notification to the Sick Leave Bank Board.

Regulations for use of the bank

- To make application to receive days from the sick leave bank, an employee must meet the criteria below.
 - The employee must be a current member of the bank.
 - The employee must have been out of work for 20 or more consecutive work days as the result of illness or accident to himself/herself.
 - The employee has exhausted all earned personal, emergency, annual and accumulated sick leave.

PAGE 2 – GBRIBA-R – PROFESSIONAL/CLASSIFIED SICK LEAVE BANK REGULATIONS

- Applications should be submitted to the Human Resources Director, who will schedule meetings of the Sick Leave Bank Board.
- The maximum number of days drawn from the bank for any catastrophic event will not exceed the number needed to reach a total of 90 absences during the school year.
- Any member who has been approved for Worker's Compensation because of a job-related injury will not be eligible to apply for sick leave bank days.
- Additional sick leave days cannot be granted for illness or hospitalization because of normal pregnancy or delivery.
- Sick leave bank days may only be used during the work days for which the employee would normally be compensated.
- Any employee who initially chooses not to participate in the bank may enroll at a subsequent enrollment period.
- Forms will be available from the Human Resources Office to be used for
 - membership application,
 - application for additional sick leave days from the bank and
 - physician confirmation.

Grievance procedures

- A bank member who believes he/she has suffered an injustice because of a misinterpretation or misapplication of this policy may make written appeal of his/her grievance to the sick leave bank board.
- The written grievance must consist of
 - a concise statement of the fact upon which the grievance is based.
 - a reference to the specific provision of the policy or regulations believed by the grievant to have been misinterpreted or misapplied and
 - the grievant's opinion of how the provision in question should have been interpreted or applied.
- The bank board will, within 10 days, respond in writing to the grievant, advising either of its disposition of the matter or requesting additional information for its use in deciding the matter.
- The decision of the board will be final.

Adopted 11/21/96; Revised 12/14/21
