

Policy

PROFESSIONAL/CLASSIFIED SICK LEAVE BANK

Code GBRIBA Issued 12/15/21

A sick leave bank for active duty employees who accrue sick leave will be established.

The purpose of the sick leave bank is to protect eligible employees from undue financial burdens that might result when extended absence from work is necessary because of a catastrophic personal illness or accident. Sick leave issued by the bank can be used by the employee only when the employee is out of work for his/her own illness or injury.

The bank will be administered by a Sick Leave Bank Board elected by Sick Leave bank members. The Board will be comprised of

- seven elected members
 - one teacher from grades K-5,
 - one teacher from grades 6-8,
 - one teacher from grades 9-12,
 - a principal,
 - one hourly classified employee,
 - one salaried classified employee,
 - one auxiliary services employee and
 - five appointed members
 - the President of LPSTA,
 - the President of LCEA,
 - a district office representative appointed annually by the superintendent and
 - the Chief Operations Officer and Chief Finance Officer as ex-officio, non voting members.
- Each elected member will serve a two-year term.
- Terms will be staggered. To achieve staggered terms, the initial term for the teacher from grades 6-8, the principal and the salaried classified employee will be one year.
- The Board year will be from Jan. 1-Dec. 31 of each year.
- All elected sick leave bank board members must be sick leave bank members.

Definitions

The bank will provide extended sick leave to a member when the member has exhausted all

PAGE 2 – GBRIBA – PROFESSIONAL/CLASSIFIED SICK LEAVE BANK

leave and misses work for 20 or more consecutive working days because of a catastrophic

- illness,
- injury,
- quarantine or
- incapacitation so severe that attending work is inadvisable and/or impossible.

Eligibility

- Any employee who is on full-time active duty and who earns sick leave is eligible to participate. Participation is voluntary.
- To become a member, an employee must complete a membership application and contribute sick leave as determined by the Sick Leave Bank Board within the Sick Leave Bank By-Laws.

Adopted 04/19/05; Revised 12/14/21
