

## **CHAPTER 6.00 - PERSONNEL**

### **SICK LEAVE BANK**

**6.911**

#### **A. Membership.**

An employee, having been employed by the Board for at least one year and having at least ten (10) days accrued sick leave as of date of application for membership, may enroll in the sick leave bank by voluntarily contributing a newly earned (eleventh) sick leave day to the bank prior to October 31 of any given school year. Each employee may not contribute more than one sick leave day except as hereafter provided. Sick leave days donated to the bank by employees will not be returned to employees except as hereafter provided.

#### **B. Duration and Replenishment.**

1. When the number of unused sick leave days in the bank is reduced to thirty percent (30%) of the number of members of the bank, the bank will be replenished in the following manner:
  - a. During the two (2) month period following the date when the bank reaches the thirty percent (30%) point, each member will have one (1) day deducted from his/her personal sick leave account and deposited to the bank.
  - b. A member who chooses to no longer participate in the bank shall notify the committee in writing of his/her withdrawal and will not be able to withdraw any sick leave already contributed to the bank.
  - c. A member who chooses to continue participating in the bank will contribute one (1) day of accrued sick leave to the bank.
  - d. A member drawing from the bank or in the twenty (20) days waiting period, as hereafter provided, at the time the bank reaches the thirty percent (30%) point, may choose to continue participating in the bank by contributing the next one (1) day of accrued sick leave to the bank, regardless of whether or not it is earned within the two (2) month period set forth in subsection B 1 above.

#### **C. Administration.**

1. The sick leave bank will be administered by the Human Resources Office. Forms may be obtained by participating employees from the Human Resources Office.

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2. An overview committee will be formed to review the administration of the bank and determine eligibility.
  3. The committee will be composed of two (2) voting representatives appointed by the Superintendent, two (2) voting representatives appointed by the Union, and one (1) ex officio representative appointed by the Superintendent. This person shall act as chairperson of the committee.
- D. Benefits.
1. In the event a member of the bank suffers a catastrophic illness, accident, or injury (i.e., one causing the member to be unable to work for a prolonged period of time) for which they are benefits specified below. In the case of physical illness, a licensed medical doctor will be required to attest to the total disability of the employee. In the case of mental illness, the illness must be verified and disability attested to by a duly licensed psychiatrist. In either instance, the medical doctor or psychiatrist will include the appropriate diagnostic category. Prior to returning to duty, the disabled employee must provide verification from the physician or psychiatrist (in case of mental illness) stating that they are able to return to work on the approved form. The member shall receive paid leave from the bank in the following manner:
    - a. All accumulated sick leave of the member must first be expended.
    - b. Before the first benefits for a member can be drawn from the bank, the member must undergo an unpaid leave of twenty (20) continuous work days. However, the member may choose to use accrued vacation days as part of the twenty (20) day period.
    - c. Each time a member wishes to draw benefits from the bank, an application must be made to the bank, submitting medical certification and justification for the protracted leave. This leave must be recertified every thirty-calendar days during which time the member is receiving benefits.
    - d. Each member will be afforded a maximum number of days equal to four times the number of days he/she has earned at the beginning of the catastrophic illness, accident, or injury to a maximum of 100 work days. A maximum of 100 paid work days may be received from the bank by a member per occurrence. Should a member of the Sick Bank exceed his/her 100 days of benefits, he/she will be removed from the Bank as detailed elsewhere in this Appendix at a later date.

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- e. A member may appeal to the committee for re- hearing of his or her claim but the committee will remain the final arbiter of any decisions governing eligibility of any claim.

STATUTORY AUTHORITY: 1000.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.61. F.S.

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### **NOTES:**

**Please Refer To: Human Resources Procedures Manual**