

SICK LEAVE BANK

In addition to the regular sick leave allotted to each Centennial BOCES employee, a sick leave bank has been established by CBOCES. The purpose of the sick leave bank is to provide a source of sick leave for a CBOCES employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

Participation in the bank is voluntary. Upon an employee's hiring, the opportunity to join the Bank will be offered. Each Centennial BOCES staff member employed at .5 FTE, or more, is eligible to join the Bank, and may do so voluntarily by contributing two days from his/her eligible sick leave. These days will be removed from the individual's sick leave eligibility and will be transferred to the Bank total. All other employees may join by September 1 of any year. Employees who choose not to join the Bank will not have the opportunity to take advantage of the Bank.

The bank will be administered by a committee of three C BOCES employees, including one professional staff member, one support staff member and the executive director, or designee. The committee will determine the validity of the member employee's request and determine whether the request will be denied granted or granted in part. In making these determinations, the committee will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source. Members will make written application to the sick leave bank committee (through the executive director's office) for use of the sick leave bank. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

Approved requests shall be for no more than 10 working days. Absences beyond the 10 initial days will not require an additional written request, but must be separately approved by formal action of the Sick Leave Bank Committee. The total, maximum number of sick leave bank days that can be approved for an individual employee is limited to 30 total days in each calendar year.

Sick leave days in the Bank will carry over from year to year. Should the number of available sick leave days in the Bank fall below 40, members of the Bank will be uniformly assessed additional sick leave days from their personal sick leave to bring the total back to, or above, the 40 day minimum. A member employee withdrawing from the sick leave bank may not withdraw contributed days.

CROSS REFS.: GBGF, Federally-Mandated Family and Medical
 GBGG, Staff Sick Leave

Revised: April 15, 2021
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Centennial BOCES