



## Sick Leave Bank

### Purpose of the Sick Leave Bank

The purpose of the Sick Leave Bank (SLB) shall be to provide a loan of sick leave days for participants to the bank after their accumulated sick leave days have been exhausted. The Bank shall also manage sick leave days as lawfully provided under the Catastrophic enactments.

The Board may establish a sick leave bank for employees, following these conditions:

- **Employee participation:** At least 10% of full-time certificated personnel must request it.
  - **Employee deposits:** Each employee may deposit a maximum of **five days of earned sick leave** into the bank.
  - **Loans:** Sick leave days from the bank are available to employees who exhaust their personal sick leave.
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### Sick Leave Bank Management

- The **administration** of the sick leave bank is the responsibility of the Board.
  - A **committee** consisting of five employees (four elected by members, one representing the Board) will manage the bank, develop rules, and handle loan applications.
  - **Terms for committee service:** Members can serve for a maximum of five years.
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### Regulations for the Sick Leave Bank:

- **Maximum loan:** No employee can owe more than **15 days** to the bank, unless the majority (over 50%) of the members vote to extend the limit.
- **Loan repayment:** Upon resignation or termination, any outstanding sick leave loans will be deducted from the final paycheck.
- **Voluntary participation:** Employees have the option to participate or not in the sick leave bank.

- **Abuse of sick leave bank:** If misuse is found, the employee will be required to repay the sick leave drawn from the bank and could face additional disciplinary actions.

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This policy aims to provide a fair and structured system for professional employees to manage their sick leave and support colleagues in need.