



Sick Leave Bank (SLB) Establishment and Guidelines Overview

Establishment of the Sick Leave Bank Committee

- The **SLB Committee** is composed of five members:
 - **Four members** representing the sick leave bank participants.
 - **One member** appointed by the Marengo County Board of Education.
- **Elections** for the four participating members of the committee are held at the beginning of each academic year via a **secret ballot**. The term of office is **one year**.
- **Superintendent's Role:**
 - Responsible for overseeing the election process.
 - Ensures the **fairness** and **confidentiality** of the election.
 - Appoints the Board's representative to the committee (subject to Board approval).
- **SLB Committee Responsibilities:**
 - Administration of the Sick Leave Bank.
 - Meetings can only occur when a **majority vote** is present, and at least **three members** must be in attendance for a quorum.
 - **Recommendations for changes** in procedures can be made by the committee to the Board.
- **Committee Chair:**
 - Elected by the committee members through a **majority vote**.
 - Responsible for organizing meetings, which should be held **monthly** if there is a loan application to review.
- **Committee Duties:**
 - **Guidelines and Procedures:** Develop and write the operational procedures, which include guidelines for catastrophic leave.
 - **Approval of Guidelines:** Guidelines must be **approved by a secret ballot** vote from sick leave bank participants.

- **Form Development:** Create necessary forms for the proper administration of the sick leave bank.
 - **Abuse Investigation:** Investigate any potential abuse of the system. If abuse is found, the violator must repay the sick leave credits to the bank.
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Board Requirements for Sick Leave Bank Approval

- The **Board of Education** must receive **Authorization for Sick Leave Bank Participation Forms** from at least **10% of certificated employees** and **10% of support employees** before it can approve the implementation of the sick leave bank.
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General Guidelines

- **Voting on Bank Structure:** Employees decide through a **secret ballot** whether to have a joint or separate sick leave bank for certificated and support staff.
- **Participation:**
 - **Voluntary Participation:** Employees voluntarily join by signing an authorization form that allows the removal of **three days** from their personal sick leave to contribute to the sick leave bank.
 - **Contribution Requirements:** Initially, employees contribute **three days**, and no additional contributions are required unless the bank needs replenishment.
 - **Withdrawal Conditions:**
 - All **personal sick leave** must be exhausted before applying for sick leave from the bank.
 - The employee must submit **written documentation** proving eligibility based on the bank's guidelines.
 - Sick leave days drawn from the bank must be used for **sick leave purposes**.
- **Loan Conditions:**
 - Employees cannot owe more than **15 days** from the bank, including the 3-day deposit, unless the majority (over 50%) votes to extend the limit.
 - **Repayment:** Loaned days must be repaid at a rate of **one per month**, beginning with the next sick leave day earned.

- If an employee **leaves employment** or if the sick leave bank is terminated, any outstanding loans will be deducted from the final paycheck, calculated by dividing the **annual salary** by the number of workdays.
 - **Enrollment:**
 - Enrollment is open during **August and September** each year.
 - New employees can join on their **first day of employment** or the first day of the following month.
 - Employees must remain enrolled until the end of the school year.
 - **Retirement:**
 - Sick leave days deposited in the bank are **restored** to the employee's accumulated sick leave when they retire and will be credited to the **retirement account** upon completion of retirement paperwork.
 - **Record Keeping:**
 - The **payroll department** keeps records of all contributions, withdrawals, and the current status of the sick leave bank.
 - Reports are provided **as needed** to the committee, Superintendent, or Board.
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Conclusion:

This structure ensures that the Sick Leave Bank (SLB) operates smoothly with clear roles, responsibilities, and guidelines for both participation and management. It ensures that employees have a safety net in case of illness, while maintaining fairness and accountability.