

COFFEE COUNTY BOARD OF EDUCATION

SICK LEAVE BANK GUIDELINES

I. PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to members of the organization who have suffered an unplanned personnel illness, injury, or disability and whose personal sick leave is exhausted.

II. ADMINISTRATION

The Sick Leave Bank shall be administered by five Trustees: two (2) members appointed by the School Board from its membership, two (2) members appointed by the Coffee County Education Association from its membership and the Superintendent who shall serve as chairperson.

III. RULES

1. All persons employed in the school system who are entitled to sick leave under the provisions of TCA 49-5-710 shall be eligible to participate in the Sick Leave Bank; however, a minimum participation of twenty (20) employees shall be required to establish the Bank.

2. Any employee who elects to participate in the Bank shall initially have three (3) days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Employees electing to participate shall do so during the months of August, September, or October of any year. Donations of sick leave to the Bank are non-refundable and non-transferable.

3. If at any time the number of days in the Sick Leave Bank is less than twenty (20), or one (1) per member if there are more than (20) members, or at any time deemed advisable, the Trustees shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of the assessment, the first earned days shall be donated as they are accrued by the employee.

4. By written notice to the Trustees a member may withdraw from the Bank participation on any June 30. Membership withdrawal shall result in forfeiture of all days contributed.

5. Members of the Sick Leave Bank shall be eligible to make an application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.

6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and vacation leave, including all paid Board extensions.

7. Leave grants from the Bank, approved by the Trustees, shall not be more than twenty (20) consecutive days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for extensions of such leave grants before or after their prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60). The maximum number of days any participant may receive as a result of any one illness or recurring diagnosed illness, or accident is ninety (90).

8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.

9. The Trustees may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

10. Sick leave granted a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.

11. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, or illness. The participants shall not be eligible during any period the member is receiving disability benefits from social security or the state retirement plan, or for the period of disability when monies are paid to the member under the Workers' Compensation Law under Chapter 6 Part 2 of Title 50.

12. A member shall lose the right to obtain the benefits of the sick leave

bank by:

- a) Resignation or termination of employment with the local school system.
- b) Cancellation of participation which is effective on June 30 next.
- c) Refusal to honor such assessment as may be required by the Trustees.
- d) Being on approved leave of absence with the exception of personal illness or disability leave.
- e) Retirement.

IV. PROCEDURES

1. Contributions to the Bank must be made on a Sick Leave Bank Donation Form.
2. All requests to draw upon the Bank must be made upon a Sick Leave Bank Request Form and submitted to the Trustees within thirty (30) calendar days of the first date bank usage is requested. In extreme and unusual cases exceptions may be approved.
3. The Trustees shall act affirmatively or negatively on all applications within ten (10) calendar days of the application.
4. All requests to draw from the Bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician.
5. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Trustees.
6. Any person submitting a request to draw on the Bank must have made his/her proper contribution for the fiscal year in which the request is made.
7. All records of the Sick Leave Bank shall be kept in the central office of the school system which handles regular sick leave records. The Trustees shall inform this office of all applications they approved and the amount of additional leave granted the member.