

## SICK LEAVE BANK

### Generally

The School Board established a sick leave bank to be used by full-time employees in case of catastrophic, serious, or long-term illness, provided that at least 135 full-time employees hold active membership in the bank.

### Eligibility

Membership in the sick leave bank is voluntary and limited to full-time employees of the Allegheny Highlands School Board. Any employee hired under the Virginia Retirement Service Hybrid Plan is not eligible for membership in the sick leave bank. Any employee who opts in to the Virginia Retirement System Hybrid Plan forfeits their membership in the sick leave bank.

### Enrollment and Membership

A new employee must apply to be a member of the sick leave bank within the first thirty (30) calendar days of employment. New participants cannot use the bank until they have physically performed a minimum of one full day of work. Returning employees who are not sick leave bank members and who resumed work in the current year may apply for membership between September 1st and September 15th of each year.

Membership shall cease when the individual is no longer employed, retires, dies or fails to contribute to the bank at the time other members are required to contribute. Days previously contributed will remain in the bank.

### Application

A member will not be able to utilize sick leave bank benefits until all other paid leave is depleted, including sick leave, personal leave and annual leave. Following the depletion of all paid leave, a waiting period of ten (10) working days is required before days from the sick leave bank may be utilized. A member utilizing days from the sick leave bank will not have to replace those days.

An allotment of up to a maximum of forty-five (45) days each school year or for any one illness or disability may be granted to any member.

Days drawn from the bank for any one period of illness or injury must be consecutive. If the member suffers a recurrence or relapse within ten (10) days of returning to work due to the original illness or injury, the member will not have to meet another ten (10) day unpaid leave.

Members wishing to withdraw sick leave days must complete the sick leave bank form and submit it to the Director of Human Resources and Pupil Personnel, along with a medical doctor's certificate, stating the nature of the illness or injury, the employee's total inability to perform any work because of such illness or injury, the date the employee ceased work, and the approximate length of time the employee will be unable to return to work. The form must be submitted in advance of the absence for which sick leave bank days are being sought.

Requests to use the sick leave bank cannot be made retroactively. All medical documentation is considered confidential and is intended for the purpose of making an informed decision concerning the member's request.

#### Request Determination

The authority to grant or not grant requested sick bank leave is delegated to the Director of Human Resources and Pupil Personnel. The Director of Human Resources and Pupil Personnel shall notify the petitioner of his/her decision.

#### Appeal Process

Petitioners denied use of Sick Leave Bank days by the Director of Human Resources and Pupil Personnel may appeal that decision to the Division Superintendent of Schools. The Division Superintendent may acquire a second medical opinion, at the School Board's expense. Appeals shall be in writing and must be submitted to the Superintendent within ten days of the denial notification. The Superintendent's decision to grant or deny days is final.

#### Assessments

Members of the sick leave bank will be assessed an additional day of sick leave at such times as the bank is depleted to 135 days or less. Notification of such assessment shall be sent to each member at the time it is determined to be necessary. A member who has no sick leave to contribute to the bank shall be assessed day(s) from the first sick leave day(s) subsequently earned during the next school year.

#### Termination

Upon termination of employment or withdrawal of membership for any reason, a participant will not be permitted to withdraw or be paid for his/her contributed day(s). The bank will carry over its total days from one school year to the next.

The school system may terminate the sick leave bank in its discretion at any time the number of members in the bank drops below 135. In such event, contributed days remaining in the bank after commitments to members' currently drawing benefits from the bank have been met will be distributed on a prorated basis to the members who have contributed assessed days at the time of the bank's termination.

Adopted: July 1, 2022