

Purpose

The purpose of the Sick Leave Bank is to provide leave for employees who experience disabling illnesses/injuries after their own accumulated leave has been exhausted.

Administration of the Sick Leave Bank

1. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of six (6) employees and a Board Member on a two (2) year term. Members shall be: a school based administrator; the Chief Financial Officer; two (2) certified and two (2) non-certified employees rotating among elementary, middle, and high schools and departments. The Committee shall be appointed by same manner. The Chairman shall be the Chief Financial Officer. The secretary to the Chief Financial Officer shall serve as Secretary to the Committee, but will not be a voting member.
2. The Committee shall have the responsibility of approving or denying requests for Sick Leave Bank withdrawals upon receipt of the information forwarded to them by the Committee secretary.
 - a. The Committee shall render a decision on all applications within twenty (20) working days of its receipt.
 - b. The decision must reflect a majority vote of the entire Committee. The decision shall be final and binding, and not subject to appeal.
 - c. A group of five (5) members shall be present to conduct the official business of the Sick Leave Committee.
 - d. The Committee members shall use the following criteria in administering the bank and in rendering their decision:

Medical evidence of a disabling illness or injury
Use of all vacation days (if applicable)
Use of all accumulated sick leave

3. All records of the Sick Leave Bank shall be maintained by the Payroll Department. The Committee shall inform the Payroll Department of all applications it approves and the amount of additional leave granted the employee.

Membership

Any person who is employed 50% of the work day and has completed 1 (one) year of service with the Troup County School System may become a member by donating one day of his/her accumulated sick leave annually during an annual open enrollment period. Membership requests will only be accepted during the annual enrollment period with membership to become effective January 1. New employees will be eligible for participation in the second year of employment.

Prior service with Troup County School System may be applied if the break in service did

not exceed 12 months. The donation of one sick day to establish membership must be in writing on the Sick Leave Bank Donation Form. Members will be reassessed one day per year, to be added to the sick Leave Bank on December 1 of each year or more often if necessary, not to exceed two (2) days per year, to sustain the Sick Leave Bank balance. Donations to the Sick Leave Bank are nonrefundable and nontransferable.

Procedures for Application for Sick Leave Bank Withdrawals

1. A member of the Sick Leave Bank shall be eligible to make application to the Bank provided that:
 - a. He/She has been absent, due to illness, including but not limited to, injury, surgery or temporary disability (including disability due to pregnancy, childbirth or related medical condition) at least fifteen (15) consecutive school days immediately prior to the day that use of Sick Leave Bank days are requested. The first six weeks of absences after the birth of a baby are not eligible for sick bank as this is considered the normal postpartum recovery period.
 - b. He/She has exhausted all accumulated leave.
2. In the event that a member is physically or mentally unable to make a request to the sick Leave Bank, a family member or agent may file the request on the member's behalf.
3. All requests to withdraw days from the Sick Leave Bank shall be filed with the Committee on the Sick Leave Bank Withdrawal Form.
4. The Sick Leave Bank Withdrawal Form shall be accompanied by a physician's statement verifying illness and attesting to the individual's incapacity to perform assigned duties.
5. An applicant may be required to undergo at his/her own expense a medical review by a physician approved by the Committee.
6. Sick leave days granted by the Committee must be used for the employee's illness and/or temporary disability only.
7. Leave grants from the Bank shall be in units up to twenty (20) consecutive workdays.
8. Applicants may submit requests for extensions of leave before their prior grant expires.
9. The maximum number of days any member may receive in a calendar year (January 1 thru December 31) is sixty (60).
10. All leave granted for the disabling illness/injury and not used must be returned to the Sick Leave Bank by the end of the calendar year.

11. Sick leave granted by the Committee to a member does not have to be repaid except as all members are uniformly reassessed.
12. Applications will not be considered relating to Workers' Compensation (no profit can be made from illness or disability).
13. Substance abuse will be considered as an illness.
14. Each member shall sign an authorization form stating he/she is aware of the provisions of the Sick Leave Bank and also that he/she relieves the Committee and Troup County Schools from any liability as a result of action taken by the Committee.
15. If a request is granted after a payroll deadline date, reimbursement shall be made the following month.
16. The Committee shall not consider any requests which would conflict with Board Policy.