

Sick Leave Bank

It shall be the policy of Trinidad School District No. 1 that participation by a majority of the full-time employees shall be required to maintain a sick leave bank.

1. The district will give one day per participating employee only at the start of the program.
2. Participating employees will be required to donate one day of their accumulated sick leave at the time of enrollment.

Admission to the sick leave bank will be within 30 days of employment. If an employee does not sign up within this time period, he or she may sign up from September 1 to October 1 of any year thereafter.

If days in the sick leave bank drop to a balance of 50 days, those wishing to continue in the bank will be required to contribute one additional day, using the appropriate authorization form.

1. If a member employee has no accumulated sick leave when the additional contribution is required, he or she will contribute the next accumulated sick day.
2. Days contributed to the sick leave bank cannot be subsequently refunded.
3. Sick leave days in the bank will carry over from year to year.

The sick leave bank will be administered by a sick leave committee. This committee shall be composed of one administrative member appointed by the administration, two classified members appointed by the classified employees, one high school teacher, one junior high school teacher and two elementary teachers, appointed by teachers.

The committee members shall be appointed for a three-year term.

Conditions

The following conditions will govern the granting of sick leave days from the bank:

1. Applications for benefits from the bank will be made in writing for a minimum of five working days. Application forms will be available through the personnel office.
2. An employee will not be able to withdraw days from the bank until the employee's fully paid accumulated sick leave is depleted.

3. Benefits of the bank shall be restricted to the illness or disability of an employee.
4. Not more than 20 days may be used by one employee in one school year.
5. A doctor's statement specifying the nature of the illness or disability, the dates of medical service to the employee and the date of the patient's release for return to regular duties will be required.

Adopted by the Board: August 1985

Revised by the Board: March 1995

Revised by the Board: December, 2005

CROSS REFS.:

Administration policies:

GBGG, Staff Sick Leave

GBGF, Federally-Mandated Family Leave

