

SHEFFIELD CITY SCHOOLS

SICK LEAVE BANK BY-LAWS

I. PURPOSE

The Sheffield City Schools Sick Leave Bank in keeping with the section 16-22-9 of the Code of Alabama shall be established for participating certified or support employees. The purpose of the bank is to provide those members a loan of sick leave days after their accumulated sick and personal leave days have been exhausted. It will also make possible the provision of catastrophic sick leave days for a designated beneficiary employee.

II. SICK LEAVE BANK COMMITTEE

- A. Upon the request of ten percent of the full-time certificated and/or full-time support personnel, The Sheffield Board of Education shall establish a sick leave/catastrophic leave plan.**
- B. The Sheffield Board of Education shall provide for the establishment of a Sick Leave Bank committee. A committee of five employees, one representing the authority and four representing the participating members of the Sick Leave Bank shall be formed. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the Sick Leave Bank committee. The term of office shall be for one year. The superintendent shall be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process. The superintendent shall also appoint the authority's representative on the committee, subject to board approval. As the need arises, those receiving the next highest number of votes will serve as the alternate.**

No representatives on the committee shall serve more than five consecutive years.

C. Duties of the Committee:

- 1. It shall be the exclusive responsibility of the Sick Leave Bank committee to write the guidelines and uniform administrative procedures of the Sick Leave Bank, including catastrophic leave provisions of this section. Copies of the guidelines will be distributed to the members of the Sick Leave Bank for perusal and suggested changes. Additional guidelines shall be adopted by the sick leave bank committee as may be deemed appropriate and beneficial.**
- 2. Meetings of the Sick Leave Bank committee shall be scheduled on a date as determined by the committee. Decisions may be made by email polls, but must be followed up with written documentation.**
- 3. It shall be the committee's duty to develop all necessary forms for the orderly operation and administration of the sick leave bank and catastrophic leave provision. The sick leave bank committee will distribute necessary forms to all eligible employees. Forms for any sick leave bank request shall be available at the Central Office and in each principal's office. To ensure the orderly transfer and acceptance of catastrophic sick leave days from one sick leave bank to another, the State Board of Education's uniform state form shall be used.**
- 4. The sick leave bank committee shall review all applications for loans and either approve or deny the request. If a participant disagrees with any decision made by the Sick Leave Bank committee, he or she may appeal the decision, in writing, to the Sheffield Board of Education. The decision of the Board shall be final.**
- 5. Any alleged abuse of the Sick Leave Bank shall be investigated by the committee and upon determination of wrongdoing, the violator shall repay all of the sick**

leave credits drawn from the sick leave bank. The violator shall be subject to appropriate disciplinary action by the Sheffield City Board of Education.

6. The accounting of the Sick Leave Bank shall be the responsibility of the Board of Education.

III. ELIGIBILITY AND PARTICIPATION

- A. Participation in the sick leave bank shall be voluntary on the part of the employee. However, in order to borrow from the bank, the employee must be a participant.
- B. Any person employed on a full-time basis shall be eligible to enroll in the sick leave bank.
- C. Open enrollment in the sick leave bank shall be during the months of July and August each year. Any eligible employee may enroll during this time by completing the enrollment form. Membership shall become effective the first day of October.
- D. Contributions to the sick leave bank
 1. Participating employees shall make an equal contribution of five (5) full days to the sick leave bank. During the open enrollment period (July and August) or within 30 days of the employment date, a new employee may apply to join the sick leave bank. The new employee may be advanced the minimum number of days required to participate. These days would be credited to the employee's account. As the employee earns sick leave, the advanced days shall be credited back to the system. An employee who failed or refused to join the sick leave bank previously may join during the open enrollment period only. If the employee does not have the minimum number of days required to participate, they may also be advanced the days in order to enroll, but shall repay those advanced days as they earn them.
 2. Participating employees can borrow up to 15 days from the sick leave bank. Any additional days above the 15

would have to be approved with a vote of over 50% of the members of the bank.

3. A participating employee shall not be allowed to accumulate in excess of 225 sick leave days, including days on deposit in the sick leave bank.

E. Loan Application

1. A participating member may apply for a loan from the sick leave bank by completing the appropriate application and submitting the application to the sick leave bank committee. The committee will be responsible for forwarding all approved applications to the payroll department for processing.
2. In order to apply, the applicant's sick, personal leave, and vacation must be exhausted.
3. Requests for loans from the sick leave bank shall only be made in whole day increments.

F. The following conditions must be met for the sick leave bank committee to consider a loan request

1. All accumulated sick, personal leave and vacation days must be exhausted.
2. A statement from a licensed physician shall accompany all applications for sick leave bank loans. The statement shall certify the nature of the injury or illness and indicate an estimated recuperation period.
3. In circumstances where a participating employee is incapacitated. His/her designated agent may make application to the sick leave bank on the contributor's behalf.

G. Repayment of Loans

1. The outstanding balance of days owed to the sick leave bank shall be replaced by the employee at the rate of one day per month beginning with the first sick leave day earned after the employee returns to work. This

payback will continue all days borrowed are completely repaid.

2. Upon the resignation, retirement, or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the prevailing rate of pay.

H. Resignation/ Withdrawal from Sick Leave Bank

1. A participating employee who desires to discontinue membership in the sick leave bank may do so only during the open enrollment period or upon his/her departure from the school system. Resignation from the sick leave bank must be made by submitting the official form to the sick leave bank committee.
2. Upon retirement, transfer, or resignation, the balance of days on deposit in the sick leave bank account will be withdrawn and transferred to the employee's personal account or made accessible for retirement credit.

IV. CATASTORPHIC LEAVE

Catastrophic leave is defined as any illness, injury, pregnancy, or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

- A. An extended period of time will be defined by the committee.
- B. Participating employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness. Donations may be made by filling a Catastrophic Sick Leave Transfer Authorization form.
- C. The recipient of the donated days must have no sick leave days or personal leave or vacation days left in his/her account. Before being eligible to use catastrophic sick leave days, the member of the sick leave bank shall first

borrow and utilize days from the sick leave bank, up to a maximum of 15 days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the sick leave bank to the credit of the affected member.

- D. Donated days shall become available for use by the beneficiary employee who shall not be required to repay these days.
- E. Participants donating days to the sick leave bank for catastrophic illness shall understand that these days are donated and cannot be recovered or returned.
- F. If the designated recipient does not require all of these days donated to his/her credit, the unused days shall revert back to the credit of those employees who donated the days in accordance with the guidelines adopted by the committee.
- G. A participant may not donate in excess of thirty (30) sick leave days to the sick leave bank for the catastrophic leave of any one employee.
- H. The sick leave bank may donate sick leave day to another sick leave bank for use by a particular employee who is suffering catastrophic illness.
- I. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days.

V. TERMINATION OF THE SICK LEAVE BANK

In the event participation falls below 10% active, full-time employees, the bank will be dissolved.

VI. ADMINISTRATION OF THE SICK LEAVE BANK

Accounting procedures and administration of the sick leave bank shall be the responsibility of the Sheffield City Board of Education.