

STAFF LEAVES AND ABSENCES

Sick Leave Bank

Each full-time Madison County School Board employee who accumulates sick leave is eligible for membership in the sick leave bank and may become a member by donating three (3) days of sick leave upon joining and one (1) day thereafter whenever an assessment is required.

Enrollment

An employee may enroll within the first 30 calendar days of employment. The three days required for donation to the bank will be deducted from the employee's accumulated sick leave during the school year as they become available. An employee who does not enroll when first eligible may do so between any subsequent September 1 and September 30 period by making a written request to the assistant superintendent or the Sick Leave Bank administrator.

Membership in the sick leave bank shall be continuous unless the employee informs the assistant superintendent in writing prior to September 15 of his/her intent to withdraw from participation in the sick leave bank.

Application

1. The first 20 consecutive contract days of illness or injury will not be covered by the sick leave bank but must be covered by the employee's own accumulated leave or leave without pay. This requirement may be met in those cases in which 20 days of absence, although not consecutive, for the same illness/injury, occur within a single 30 working-day period. Thereafter a maximum of 45 days each school year may be drawn by any one member.
2. A member of the bank will not be able to utilize sick leave bank benefits until his/her own sick leave is depleted. A member must make application for use of the sick leave bank entitlement within 10 working days after using all accrued sick leave.
3. Members utilizing days from the sick leave bank will not have to "replace" these days; that is, they will not have to donate subsequently accrued leave for leave taken from the sick-leave bank.
4. Days drawn from the bank for any one (1) period of eligibility must be consecutive, except additional periods of disability resulting from recurrence or relapse of the original illness that will be covered fully on a continuing basis up to the annual maximum of forty-five days. Otherwise, members must return to work and meet the 20-day elimination requirement before becoming eligible to utilize sick leave bank benefits again.
5. A doctor's certificate is required before a sick leave bank member can use his sick leave bank entitlement. This statement is to be submitted in writing to the assistant superintendent or Sick Leave Bank administrator in advance of the absence for which the days are to be granted. Requests cannot be made retroactively.
6. Use of days from the Sick Leave Bank is confined to the member's personal illness or that of their immediate family. No more than twenty (20) days will be approved for the days taken to care for or be with a member of the employee's immediate family.

Assessment

1. Participants in the sick leave bank will be assessed an additional day of sick leave at such times as the sick leave bank is depleted to 200 days.
2. 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 at the time of assessment shall be assessed this day from the first sick leave day subsequently accumulated.

Termination/Withdrawal

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