

Wilson County Board of Education

Policy Description:

Sick Leave Bank

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Policy Number:

5.3021

Amended Date:

06/04/07

Rescinds:

Board Minutes

Issued:

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1 **PURPOSE**

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3 The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned
4 personal illness, injury, disability or quarantine and whose personal sick leave is exhausted.

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6 **ADMINISTRATION**

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8 The Sick Leave Bank shall be administered by a Committee of Trustees. The Committee shall be composed of
9 five (5) members: two (2) members appointed by the School Board from its membership, two (2) members
10 appointed by the Association from its membership and the director of schools, who shall chair the Committee.

11 All appointments shall be for three (3) year staggered terms and can be replaced only because of death,
12 retirement, resignation, discontinuation of employment with the Board or at the expiration of a term. Any
13 vacancy shall be filled for the remainder of the term by appointing authority in the same manner as the original
14 appointments were made. The members of the Sick Leave Bank Committee will be announced at the beginning
15 of each school year. The WCEA will be supplied a list of ALL members (contributors) of the Sick Leave Bank no
16 later than November 15th of each year.

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18 **RULES**

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20 1. Any certified professional employee shall be eligible to participate in the Sick Leave Bank. However, a
21 minimum of twenty (20) employees shall be required to establish the Bank.*

22 2. Any teacher who elects to participate in the Bank shall initially have one (1) (the law allows a maximum
23 of three) day of sick leave deducted from his/her personal accumulation and deposited to the Sick
24 Leave Bank. Teachers electing to participate shall do so during the months of August, September or
25 October of any year. Donations of sick leave to the Bank are nonrefundable and nontransferable.

26 3. If at any time the number of days in the Sick Leave Bank is less than twenty (20) days, or one (1) per
27 member if there are more than twenty (20) members, or at any time deemed advisable, the Committee
28 shall assess each member one (1) or more days of accumulated sick leave. If a member has no
29 accumulated sick leave at the time of assessment, the first earned days shall be donated as they are
30 accrued by the teacher.*

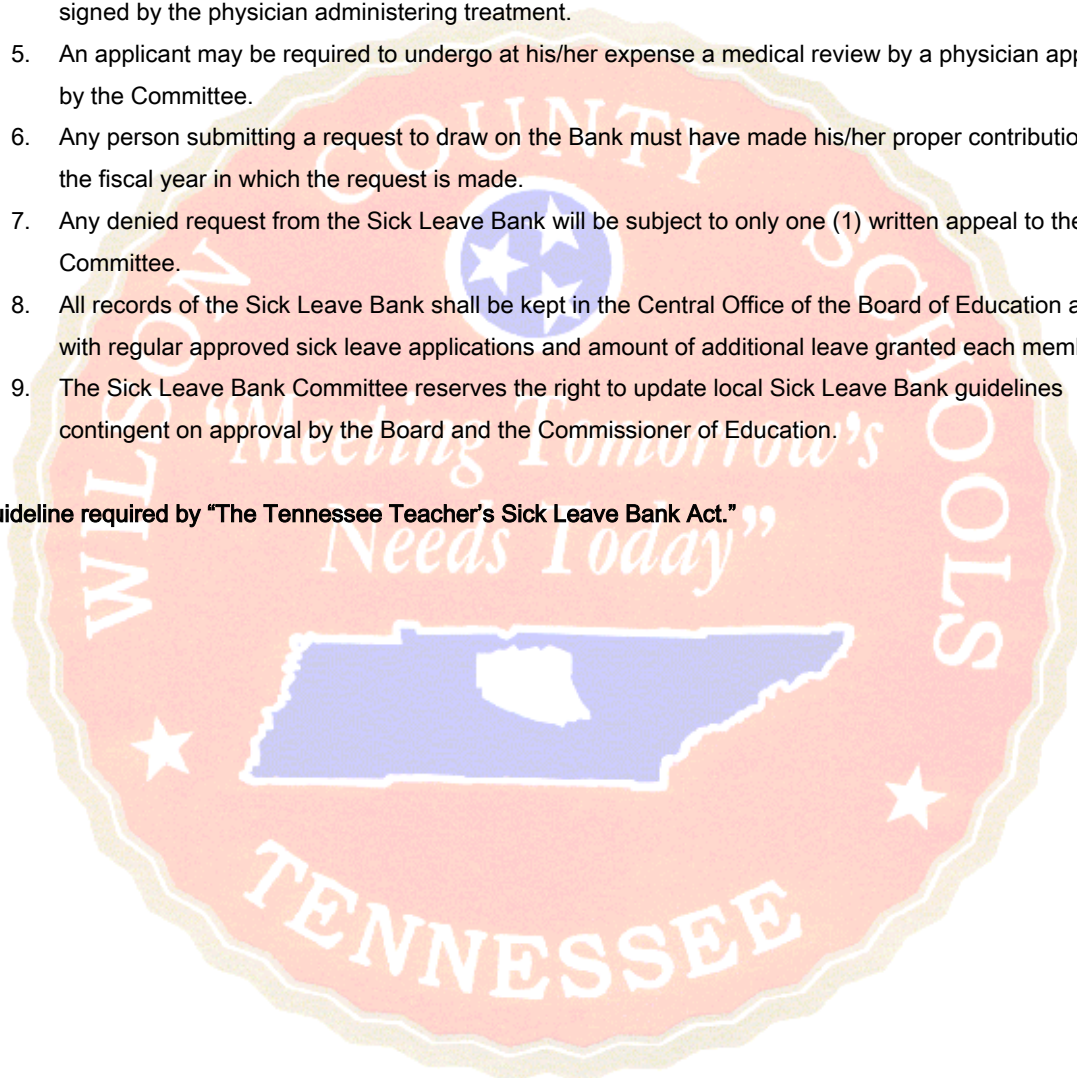
- 1 4. By prior written notice to the Committee, a member may withdraw from the Bank participation on any
2 June 30. Membership withdrawal shall result in forfeiture of all days contributed.*
- 3 5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only
4 after having been a member of the Bank for thirty (30) calendar days.*
- 5 6. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated
6 sick, personal and annual leave (including all paid Board extensions) and after having been in a without
7 pay status for five (5) days.*
- 8 7. Leave grants from the Bank, approved by the Board of Trustees, shall be in units of no more than
9 twenty (20) consecutive pay days for the individual applicant. Applicants may submit requests for
10 extensions of such leave grants before their prior grants expire. The maximum number of days any
11 participant may receive in any fiscal year is thirty (30). The lifetime maximum any participant may
12 receive is sixty (60) days.
- 13 8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for
14 use of sick leave days, a family member or agent may file the request.*
- 15 9. If the Committee determines it necessary, they may require a physician's certificate of condition from
16 any member requesting additional leave. Refusal to comply will result in denial of the pending request
17 for use of sick leave days from the Bank.*
- 18 10. Sick leave granted a member from the Bank need not be repaid by the individual except, as all
19 members are uniformly assessed.*
- 20 11. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any
21 elective surgery (including timing of the surgery and not limited to the necessity of the surgery), or
22 illness of any member of the participant's family or during any period the member is receiving disability
23 benefits from Social Security, state or local retirement plan or Worker's Compensation.*
- 24 12. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:*
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 - 26 • Resignation or termination of employment;
 - 27 • Cancellation of participation which is effective any June 30;
 - 28 • Refusal to honor such assessment as may be required by the Board of Trustees;
 - 29 • Being on approved leave of absence with the exception of personal illness or disability leave;
 - 30 or
 - 31 • Retirement.
- 32 13. A member of the Bank may not draw from the Bank for any known pre-existing condition, prior to the
33 date of joining.*

PROCEDURES

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- 36 1. Contributions to the Bank must be made on a Sick Leave Bank Donation Form.
- 37 2. All requests to draw upon the Bank must be made on a Sick Leave Bank Request form and submitted
38 to the Committee of Trustees within thirty (30) calendar days of the first dates bank usage is requested.

- 1 In extreme and unusual cases, leave requests may be voted on sooner. Requests shall only be
- 2 received on the last workday of the month.
- 3 3. The Committee shall act affirmatively or negatively on all applications within ten (10) calendar days of
- 4 the application and shall be final authority on all leave requests. No payment of sick leave bank days
- 5 will be issued until final approval from the Sick Leave Bank Committee.
- 6 4. All requests to draw from the Bank must be accompanied by a Physician's Statement form confirming
- 7 the cause of illness or injury and the necessity of treatment and/or care received. This form must be
- 8 signed by the physician administering treatment.
- 9 5. An applicant may be required to undergo at his/her expense a medical review by a physician approved
- 10 by the Committee.
- 11 6. Any person submitting a request to draw on the Bank must have made his/her proper contribution for
- 12 the fiscal year in which the request is made.
- 13 7. Any denied request from the Sick Leave Bank will be subject to only one (1) written appeal to the
- 14 Committee.
- 15 8. All records of the Sick Leave Bank shall be kept in the Central Office of the Board of Education along
- 16 with regular approved sick leave applications and amount of additional leave granted each member.
- 17 9. The Sick Leave Bank Committee reserves the right to update local Sick Leave Bank guidelines
- 18 contingent on approval by the Board and the Commissioner of Education.

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20 ***Guideline required by "The Tennessee Teacher's Sick Leave Bank Act."**



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