

RUTHERFORD COUNTY BOARD OF EDUCATION

SICK LEAVE BANK GUIDELINES

I. PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to the employees of the Rutherford County Board of Education who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave has been exhausted.

II. ADMINISTRATION

The Sick Leave Bank for Certified employees shall be administered by five trustees: two members appointed by the Board; two members appointed by the Rutherford Education Association from its membership and the Director of Schools who shall serve as the chairperson.

The Sick Leave Bank for Classified employees shall be administered by five trustees: An administrator from the central office, a representative from the payroll/accounting department, a representative from the maintenance department and two representatives from schools.

III. GUIDELINES

1. All certified employees in the school system who are entitled to sick leave under state law shall be eligible to participate in the Sick Leave Bank; however a minimum of twenty (20) certified employees shall be required to establish the bank for certified employees.

All classified employees in the school system who are entitled to sick leave under state law shall be eligible to participate in the Sick Leave Bank; however, a minimum of twenty (20) classified employees shall be required to establish the bank for classified employees.

2. Any employee who elects to participate in the Bank shall initially have two days of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. Deposits to the Bank shall be made during the months of August, September and October of each year. Donations of sick leave to the Bank are nonrefundable and nontransferable.
3. If at any time the number of days in the Sick Leave Bank is less than twenty (20), or one (1) per member if there are more than twenty (20) members, or at any time deemed advisable, the Trustees shall assess each member one or more

days of accumulated sick leave. If a member has no accumulated sick leave at the time of the assessment, the first day earned shall be donated when it is accrued by the employee.

4. A member may withdraw from Bank participation on any June 30 by written notice to the Trustees. Withdrawing from membership in the Bank shall result in the forfeiture of all days contributed.
5. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.
6. A member may not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and vacation leave.
7. The Trustees shall not grant sick leave from the Bank for more than twenty (20) consecutive days for which the applicant would have otherwise lost pay. Members may submit applications for extended leave before or after their prior grant expires. An employee may only receive a maximum of sixty (60) sick days from the Bank during any fiscal year. The maximum number of days any participant may receive as a result of any one illness or accident or any recurring illness or accident is ninety (90) days.
8. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, a family member or agent may file the request.
9. If the Trustees determine it necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in the denial of the pending request for sick leave from the Bank.
10. Participants are not required to repay sick leave granted from the Bank.
11. The Sick Leave Bank may not be utilized for elective surgery or illness of a family member. The Sick Leave Bank may not be utilized during any period the member is receiving disability benefits from the Social Security Administration, the Tennessee Consolidated Retirement System or the Rutherford County On the Job Injury Program.

12. A member shall lose the right to obtain the benefits of the sick leave bank by:
 - a. Resignation or termination of employment with the school system.
 - b. Cancellation of participation in the sick bank.
 - c. Refusal to honor an assessment required by the Trustees.
 - d. Retirement from the school system.

IV. PROCEDURES

1. Contributions to the Bank must be made on a Sick Leave Bank Donation Form
2. All requests to draw upon the Bank must be submitted to the Trustees on a Sick Leave Bank Request Form within thirty (30) calendar days of the first dates bank usage is requested. Exceptions may be made at the discretion of the Trustees.
3. The Trustees shall act on all applications within ten calendar days of the application.
4. All requests to draw from the Bank must be accompanied by a signed Physician's Statement on the required form confirming the cause of the illness or injury.
5. An applicant may be required to undergo a medical review by a physician appointed by the Trustees at his/her expense.
6. All records for the Certified Sick Leave Bank shall be on file in the Human Resources Office. All records for the Classified Sick Leave Bank shall be kept on file in the Director of School Health Services office. The Trustees for each bank shall forward the relevant information regarding approved withdrawals from the Bank.