File: GBGH

**Sick Leave Bank**

A Sick Leave Bank is established within SLV BOCES for all employees who work at least half time or more. The purpose of the program is to provide a means to voluntarily transfer accumulated sick/personal leave to the bank for use by a member who is experiencing a catastrophic medical hardship. The bank is to provide additional sick days for participants who have extended illnesses/injuries causing them to use all their accumulated sick/personal and annual leave. Any employee who is eligible for sick leave bank donates two days of sick leave to this bank thereby becoming a member. Participation shall be on a voluntary basis.

The sick leave bank benefits are for the member’s illness or disability, members spouse that includes domestic partner or partner in a Civil Union as defined by state or federal law, or for a child 19 years of age or younger living in the household. Sick Bank does not provide for the illness or disability of any person or persons related to the member except the dependent child listed above and spouse.

The SLV BOCES Steering Committee will administer the Sick Leave Bank and will be responsible for formulating or amending policies subject to the approval of the SLV BOCES Board.

A Sick Leave Bank Year will run from September 1 of one year through August 31 of the following year.

A Work Year will be that portion of a contract year in which the employee has been designated by the BOCES to perform his/her specific duties and for which he/she would be eligible to receive sick leave.

Applications for membership to the Bank will only be made during the month of September. New employees may enroll within the first month of employment. Each new full-time member will contribute two sick leave days and each new part-time member will contribute one sick leave day; donation thereafter will be on an as needed basis.

Persons withdrawing sick leave days from the Bank will not have to replace these days except as a regular contributing member to the Bank.

A written statement of Sick Leave Bank policies and procedures will be available to every eligible employee. Signatures will be required on the application for membership. Membership must be renewed annually by signature consent. Any lapse in membership will require contribution of days in order to re-join the bank.

Membership in the Bank will terminate under the following conditions:

- Violations of terms and/or purpose of this agreement.

- Member’s request in writing.

- Termination of employment.

In order to receive benefits, a member must submit the Application for Sick Leave Bank Benefits form, which must also be signed by the attending physician. The member will be notified of the Steering Committee’s decision within five working days from the date of request.

The number of days issued to the member will be decided by the Steering Committee. A maximum of 20 days each work year may be withdrawn by one individual from the Bank, if a full-time employee, and 10 days for part-time employees. All decisions by the Steering Committee will be final.

Members must use all of their sick/personal/annual days before requesting days from the bank. The Sick Leave Bank may not be used when a person is eligible for disability insurance, PERA or workers’ compensation insurance. Maternity leave is handled separately from the sick leave bank.

Adopted: January 18, 2017

Revised; March 13, 2019

CROSS REFS.: GBGG, Staff Leaves and Absences

GBGF, Federally-Mandated Family and Medical Leave