

## LEAVE SHARING BANK (REGULATION)

All certified staff members shall be eligible to become a member of the Sick Leave Bank. To be eligible to apply for days from the Bank, a teacher must have exhausted all accumulated sick leave days. A teacher will be allowed three (3) years from the date of employment to join the Bank, after that enrollment will be denied.

The teacher may apply for days from the Bank for prolonged (extended) illness or prolonged (extended) illness of the following family members spouse and children; parents, siblings, mother-in-law, or father-in-law. A prolonged illness is defined as a doctor-certified illness of member or member's family which exceeds three consecutive working days. On the fourth consecutive day of illness, the member will be eligible to withdraw days from the bank, providing the application for Sick Leave Bank Days is completed. Upon approval of the application, days may be withdrawn from the bank beginning with the first day of the consecutive illness.

The Bank shall be established at the beginning of the 1994-1995 school year with ten (10) days provided by the Board. Thursdays will be borrowed from future sick leave days and paid back at a rate of five (5) days per year at the beginning of the ensuing year until totally repaid. In case of an emergency, a teacher may donate an additional day per year.

The Bank shall be supported by the voluntary participation and voluntary donations of one (1) sick day per year by certified staff members who then become members of the Bank. Assessment of one day per year of member's sick leave will be continued until the Bank is built up to a minimum of one hundred (100) days. At this time, no additional days will be added. If the Bank is depleted to below seventy-five (75) days, each participating member will be assessed one additional day at the beginning of the next school year. All donated days lose their identity and become the property of the Sick Leave Bank.

The initial membership period for donations to the Bank shall be from August 15 through October 1. New certified staff personnel may become members within thirty (30) contract days following the date of employment. One day shall be added by the above members at the beginning of the next school year for continual membership.

In order to protect confidentiality of medical issues, the Superintendent shall administer requests for leave from the sick leave bank in accordance with state law. A maximum of twenty days will be allowed for a teacher during the contract year. A member suffering from a catastrophic illness may be allowed to withdraw additional days from the bank, upon written request by the member accompanied by a doctor's statement.

A member may withdraw membership from the Bank at any time but may not withdraw donated days. Participation in the Sick Leave Bank will not affect the Good Attendance Award.

**NOTE:** This policy is recommended only for school districts that have entered into negotiated agreements with their employees and have established a leave sharing bank as part of the negotiated contract. Any bank created in absence of a negotiated agreement shall be in accordance with 70 O.S. §6-104.6. School districts adopting this policy should review negotiated language to ensure all statutory requirements are complied with.