

Sick Leave Bank

PHILOSOPHY

The Haxtun School District recognizes the value of consistent employee attendance. Leave days are a benefit provided in the event an employee needs to be absent from their job due to medical circumstances. The district views sick bank leave days as an insurance policy to be accumulated until needed as defined by policy GBGH.

MEMBERSHIP

1. All employees whose position qualifies them for sick/bereavement leave are eligible. One day will be donated per employee by the board each year, up to the limit.
2. Donated days are non-refundable and not financially compensated.
3. Persons withdrawing sick leave days from the bank will not have to replace these days.
4. Sick Leave Bank records will be kept by the high school building secretary and accountable to committee members and the Board of Education.

OPERATION

1. Any member applying for Sick Leave Bank benefits must have used all of their current and accumulated leave before drawing on the bank.
2. A maximum of 60 school days each year, can be drawn by a participating individual. Days to be granted, in up to five day increments. Numerous employee requests may be necessary for long term leave.
3. Written request for use of leave bank days and doctor's notice of medical illness/disability must be received by the SLBC as soon as circumstances allow (EX: when the employee has used all personal leave days and accumulated days are less than 10).
4. Any variances from this agreement shall be approved by the SLBC. This committee shall consist of two teachers, one classified employee and one administrator.
5. In no case will sick leave bank days be drawn for leave other than medical and bereavement.

Adopted: April 17, 2000
Reviewed: November 17, 2015