

# Frederick County Public Schools

... to ensure all students an excellent education

## PARTICIPATION AUTHORIZATION - SICK-LEAVE BANK

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_ EMPLOYMENT DATE \_\_\_\_\_

LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_

I hereby authorize Frederick County Public Schools to deduct two (2) days of sick-leave (based on the number of daily work hours typically scheduled) from the number of days I will receive for the 20\_\_\_\_ - 20\_\_\_\_ school term.

I understand that my participation in the **SICK-LEAVE BANK** will require the assessment of an additional day(s) of sick-leave at such times as it is administratively determined that the bank balance has been reduced to a marginal level. I understand that I will be dropped from the bank, without refund of the days I have contributed, if I do not accept such assessment.

I agree to abide by the rules and regulations of the sick-leave bank.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### HUMAN RESOURCES/PAYROLL USE

Assignment Hours Per Day \_\_\_\_\_ @ 2 Days = \_\_\_\_\_ hours.

### SICK-LEAVE BANK POLICY

The Board provides a sick-leave bank for full-time employees who have prolonged, catastrophic, or long-term illness or injury, and who have exhausted their own leave. The bank shall be maintained as long as at least one-third (1/3) of the eligible members participate in the bank.

#### Eligibility

1. Membership in the sick-leave bank shall be voluntary and open to all full-time employees.
2. Each eligible employee who accumulates sick leave is eligible for membership and may become a member by donating two days (based on the number of daily work hours typically scheduled) of sick-leave upon joining, and one day(s) thereafter whenever an assessment is required.

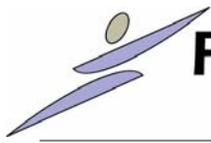
#### Enrollment

1. An eligible employee may enroll between July 1, and October 1 of each year, or within thirty (30) days of employment, if after September 1. An employee must be enrolled in the plan **sixty (60) work-days** to be eligible to utilize the benefits of the sick-leave bank.
2. Membership in the bank shall be continuous unless the employee informs the sick-leave bank administrator of his/her intent to withdraw from participation in the bank.

#### Application For Use of Sick-Leave Bank Benefits

1. A member must make application for use of the sick-leave bank prior to, or within 10 working days after, using all accumulated sick leave.
2. A doctor's certificate (as provided in the application form) is required before a sick-leave bank member can use the bank.

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## Use of Sick-Leave Bank

1. A member may draw a maximum of forty-five (45) days per school year from the bank. A member is not required to replace the days used.
2. The sick-leave bank cannot be used for family care.
3. To qualify for sick-leave bank draws the member must:
  - *Have been absent for thirty (30) consecutive days*  
(Absences shall be deemed consecutive if they occur within 20 days from the last *related* absence caused by a chronic and reoccurring illness or medical condition); and
  - *Have depleted all of his/her earned and accumulated sick-leave; and*
  - *Have been absent because of a prolonged, catastrophic, or long-term illness, injury, or medical condition.*

The first thirty (30) consecutive days of absence due to illness, injury, or disability will **not** be covered by the bank, but will be charged to the employee's sick-leave. If the employee does not have adequate sick-leave to meet the 30-consecutive-day requirement, the difference between the 30 day requirement and the employee's sick-leave balance may be charged to "**Low-Dock**" days.

**An Exempt Employee** who is a member of the sick-leave bank and has used all of his sick-leave may be paid "**Low Docks**" equal to the *Exempt* employee's *daily rate less the daily rate for degreed-substitutes*, for a maximum of thirty days (30) per school year during a continuous absence.

**A Non-Exempt employee** who is a member of the sick-leave bank and has used all of his/her sick-leave may be paid "**Low Docks**" equal to *one-half of the of the Non-Exempt employee's daily rate*, for a maximum of thirty (30) days per school year during a continuous absence.

"**Low-Dock**" days may be used only to satisfy the 30-day-consecutive-absence requirement for utilization of sick-leave bank benefits. "**Low-Docks**" are not eligible for "*routine*" or intermittent absences.

4. Absences occurring after the member returns to work from sick-leave bank shall be charged to full-dock unless:
  - such absence(s) may be covered by the members personal-leave, annual-leave, or other leave allowance(s), or;
  - such absence(s) are applied to the members remaining sick-leave bank balance because the member has suffered a **recurrence or relapse** within 20 working days after returning to work from the related chronic illness, injury, or medical condition.

Subject to the above exception, members must return to work and meet the 30-day qualification requirements (as defined in section 3 above) before becoming eligible for additional sick-leave bank benefits.

## Assessment and Termination

1. The number of sick-leave days in the bank shall be administratively determined based on use and number of employees who avail themselves of the bank. Additional days will be assessed as the bank is depleted below the established level.

Notification of such assessment shall be sent to each member at the time of assessment. If a member declines the assessment, his sick-bank membership shall be canceled.
2. If a member has no sick-leave to contribute at the time of assessment, he/she shall be dropped from the membership in the bank. The member may join the bank by donating the assessment day(s) from the sick-leave allowance that are later posted to his/her account.
3. Upon termination of employment or cancellation of membership, a participant will not be permitted to withdraw or be paid for his contributed days(s).

SickBank(12\_2010)