

3.09 – LICENSED PERSONNEL SICK LEAVE BANK

DESCRIPTION OF SICK LEAVE BANK:

In case of extreme emergencies, including but not limited to, open heart surgery, terminal cancer, extensive cancer treatment, organ transplants, or life-threatening illnesses, or disabilities, any licensed employee can donate to a sick leave bank to be used when a sick or disabled employee's absences exceed his/her own accumulated sick leave balance. When he/she is the primary caregiver of spouse or child they may use this designated sick leave. Such donated sick leave shall not exceed the length of the sick employee's current contract with the Benton School District.

A. Eligibility

1. The employee wanting to donate to the bank must have accumulated at least days equal to one year's sick leave.
2. Donation will be optional. All licensed employees will be eligible for participation whether they donate or not.

B. Maintenance

1. Donations will be collected only when a life-threatening illness or disability occurs and the need arises.
2. Any licensed employee will be able to donate no less than one day and no more than 30 days, with the exception of retiring teachers who may donate any or all of their remaining sick days.
3. Days donated cannot be returned to employees and will be carried over in the sick leave bank.
4. The sick leave bank will be replenished when the committee determines the need.

C. Administration

1. A committee will be formed consisting of a member from each school in the district. Each member will be chosen for a two year term by a vote of the faculty at each building. If a vacancy occurs on the committee, the faculty of the school affected will elect a replacement. In addition, the superintendent or his designee, business manager and a school nurse will serve on the committee as *ex officio* members. The school nurse will rotate every two years between the elementary and secondary school configuration providing there is a willing participant.
2. All applications will be sent to the superintendent who will convene the sick bank committee within 10 working days. The sick leave bank committee will determine the need for activating the sick leave bank. The application must be accompanied by a physician's statement.
3. An accounting of the days given and the days remaining in the sick bank at the end of the school year will be given to each teacher.

Legal Reference: A.C.A. § 6-17-1208

Date Adopted: 06/12/2006

Last Revised: 04/08/2013