

8.06—SICK LEAVE BANK — CLASSIFIED EMPLOYEES

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 classified 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. Use of the sick leave bank may also be granted if the employee's absence is due to them being the primary caregiver of their spouse or child. 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 hours equal to one year's sick leave.
2. Donation will be optional. All classified 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 or when the need arises.
2. Any classified employee will be able to donate no less than hours equivalent to one day and no more than hours equivalent to 30 days, with the exception of retiring employees who may donate any or all of their remaining sick days.
3. Hours donated cannot be returned to employees and will be carried over in the sick leave bank.

C. Administration

1. A six-member committee will be formed consisting of the Superintendent/designee, Business Manager/designee, Plant Manager, Coordinator of Child Nutrition Services, Transportation Supervisor and a school nurse, which will be ex-officio. The Superintendent may appoint other personnel to substitute for or to replace any of the above.
2. All applications will be sent to the superintendent who will convene the sick leave bank committee within ten (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. Upon approval by the committee that an employee is eligible to obtain sick leave days from the sick leave bank, transfer of days from the bank to the employee's sick leave record will occur pay period by pay period until the employee returns to work or until the committee determines that the sick leave bank should no longer be used. Payment for the days transferred must be for absences following the day of the committee's decision.

Legal Reference: A.C.A. § 6-17-1306

Date Adopted: 06/11/2001

Last Revised: 04/08/2013