

## **FULL-TIME CLASSIFIED SICK LEAVE BANK**

Each full-time classified employee, who is eligible to receive sick leave benefits, may participate in the Classified Sick Leave Bank for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring illness extending beyond the individual's accumulated sick leave.

### **Guidelines**

#### **Eligibility**

To be eligible to apply for sick leave benefits from the Sick Leave Bank, a classified employee must:

1. Have been employed with the District for at least one (1) year and have accrued a minimum of two (2) days of sick leave.
2. Have begun to contribute the prescribed number of earned sick leave days as determined by the Sick Leave Bank Committee.
3. Have been absent from work due to illness or accident for an amount of time equal to his/her accumulated sick leave and personal leave days.
4. Be experiencing an illness or injury that will require more than ten (10) additional days of sick leave.

#### **Required Contribution**

1. When joining the Sick Leave Bank, each participating employee shall contribute a total of two (2) sick leave days, at the rate of one (1) day per year for two (2) years.
2. Sick leave days contributed to the Sick Leave Bank shall be deducted from the individual's sick leave entitlement.
3. To keep the Sick Leave Bank solvent, the Sick Leave Bank Committee may ask for additional days from participating members.
4. Participants, who choose not to contribute requested additional days, shall be dropped from the sick leave bank. Days previously contributed are non-refundable.

#### **Required Repayment**

Following the use of any days from the Sick Leave Bank, repayment shall be required at the rate of one (1) day per year until the total number of days used are repaid in full or the individual leaves the District.

PERSONNEL

Adopted: 04-08-2015      Reviewed: \_\_\_\_\_      Revised: 09-13-2017

Cross Reference: Sick Leave #5400  
Bereavement Leave #5402  
Personal Leave #5404  
Jury Duty #5412  
Military Leave #5427  
Substitutes for Instructional Staff #5700

Legal Reference: Idaho Code §§ 33-1216 et seq. Sick and other leave