

**PROFESSIONAL/SUPPORT STAFF
SICK LEAVE BANK**

An eligible employee may enroll by donating one day of his/her sick leave to the sick leave bank.

Eligibility:

1. Employees hired under the Virginia Retirement System's (VRS) Hybrid Plan are not eligible for membership in the Sick Leave Bank.
2. Any employee opting-into the VRS Hybrid Plan will be considered to have withdrawn from the bank and will no longer be eligible for this benefit.
3. Bus drivers and part-time employees are not eligible for the sick leave bank.
4. All other full-time employees on contract or letter of agreement are eligible for the sick leave bank.

Enrollment may be accomplished by submitting the Sick Leave Bank Application Form to the Benefits Office.

The period of enrollment shall be as follows:

1. An employee may enroll within the first thirty (30) calendar days of employment.
2. An employee who does not enroll when first eligible, may do so between any subsequent September 1 and October 1 period by making application and providing satisfactory evidence of good health.
3. An employee must be enrolled in the plan for six months prior to becoming eligible to utilize the benefits of the sick leave bank.
4. In order to determine how much sick bank leave time an employee has available, the school division will use a "rolling 12-month period" method. An employee would start at the point where the requested leave would begin and count back 12 months. Any leave qualifying as sick bank leave and so designated under this regulation, taken within the 12 months prior to the start of the requested leave, would reduce the amount of sick bank leave currently available.
5. Membership in the bank shall be continuous unless the employee informs the Coordinator of Employee Benefits, in writing, any time prior to October 1, of their intent to withdraw from participation in the bank.

Criteria:

1. Sick bank days may be drawn for the member's personal illness or injury only.
2. The first thirty (30) consecutive working contract days of illness or injury will not be covered by the sick leave bank but must be covered by the employee's own accumulated leave or leave without pay. A maximum of thirty (30) days in a rolling 12-month period can be drawn by any one member.
3. A member of the bank will not be able to utilize sick leave bank benefits until their own sick leave is depleted.
4. Days drawn from the bank for any one period of eligibility must be consecutive. If the member suffers a recurrence or relapse within thirty (30) days due to the original illness or

injury, the member need not meet another thirty (30) day elimination requirement before becoming eligible to utilize sick leave benefits again.

5. A member must make application for use of the sick leave bank entitlement; it is not automatic.
6. A doctor's certificate is required before a sick leave bank member can use leave bank entitlement. A statement is to be submitted to the Benefits Office.

Assessment:

1. Participants in the sick leave bank will be asked to donate an additional day (or days) of sick leave at such times as the bank is depleted to fifty (50) days. Notification of such need shall be sent to each member at the time it is determined to be necessary.
2. Members utilizing days from the bank will not have to replace these days except as a regular contributory member in accordance with the provisions for assessment.
3. Retiree sick leave balances above the reimbursement level for unused sick leave will be added to the sick leave bank balance after the end of the current fiscal year.
4. Upon termination of employment or withdrawal of membership, a participant will not be permitted to withdraw contributed day(s).

Adopted: February 14, 1995

Revised: July 8, 2014