

**Florence City Schools  
Sick Leave Bank Guidelines**

**I. PURPOSE**

To provide for the operation and administration of the Sick Leave Bank in accordance with Section 16-22-9, Code of Alabama as amended by Act 99-581, to provide for the loan of leave days for participating employees.

**II. TERMS**

(1) FCS    Florence City Schools

(2) CATASTROPHIC ILLNESS

Any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

(3) SLB    Sick Leave Bank

**III. SICK LEAVE BANK COMMITTEE**

A. The sick leave bank committee shall consist of five (5) employees. One committee member shall be appointed by the superintendent, subject to approval by the Florence City School Board. In September of each year, an election shall be held among the SLB members to determine the other four (4) members. The term of office shall be one year. The superintendent shall be responsible for ensuring that the election is conducted in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.

B. Should a SLB committee member vacate his or her position for any reason, the committee shall appoint a replacement to serve for the remainder of the term.

C. Duties and responsibilities of the SLB Committee:

- (1) To elect a chairperson among the committee after each annual election.
- (2) To ensure notification of all employees of open enrollment each year.
- (3) To conduct an annual meeting of the SLB committee. Interim meetings shall be called by the chairperson.
- (4) To develop and maintain the guidelines and administrative procedures of the SLB and to solicit approval of the procedures, and changes, by the SLB membership, by secret ballot.
- (5) To develop and /or approve all necessary forms for the orderly operation and administration of the SLB and catastrophic leave provisions.
- (6) To ensure the orderly transfer and acceptance of catastrophic sick leave days from one sick leave bank to another.

- (7) To conduct the annual election of the SLB committee members.
- (8) To conduct investigation of any alleged abuse of the use of the SLB and to submit any findings to the FCS Board of Education.

#### IV. GUIDELINES

- A. Participation in the SLB shall be voluntary on the part of the employees.
- B. Any full-time employee of the Florence City Board of Education shall be eligible to participate in the SLB. An educational authority, upon the request of 10 percent of its full-time certified and full-time support personnel, shall establish a sick leave bank plan for each of the two groups either jointly or separately. The decision whether to have a joint or separate sick leave bank shall be the exclusive decision of the employees, utilizing a secret balloting.
- C. Employees may join the SLB within 30 calendar days of employment or during open enrollment each year. Open enrollment shall be held each year during the period from institute day until September 10th. Following the adoption of the new guidelines, a special open enrollment will be held. Members may withdraw membership from the SLB during open enrollment or upon termination of employment.
- D. Participants shall deposit three (3) days of earned sick leave in the SLB. The days deposited shall be available to be loaned to any participating member whose sick leave has been exhausted. A new employee who wishes to join the SLB but does not have sufficient days to make the deposit, shall, upon application for enrollment, be credited the required number of days, enabling the new employee to join SLB.
- E. No member shall be allowed to owe more than 15 days unless 50% of the participating members of the SLB vote to extend said limit.
- F. A member must exhaust all sick days in his or her personal account before being loaned days from the sick leave bank.
- G. No member shall accumulate more sick leave days than allowed by law, including days on deposit in the SLB.
- H. The FCS Business Office shall assume the responsibility of accounting for all member deposits, withdrawals, and balances in the sick leave bank. Reports shall be provided at the request of the SLB Committee or the Florence City Board of Education.
- I. The SLB committee shall approve all SLB requests or may designate the chairperson to approve routine requests. Factors to be considered include,

but not limited to: (1) the applicant's need, (2) the circumstances of the illness or the disability, (3) years of service to the system, and (4) availability of days in the SLB. The SLB committee reserves the right to require a physician's statement certifying the nature of the illness or disability as a prerequisite for granting a loan.

- J. A SLB request shall be approved by the SLB before a loan is granted.
- K. Request for loans shall be made in whole day increments.
- L. The outstanding balance of days owed to the SLB shall be replaced by the employee at the rate of one day per month with the first sick leave day earned after the employee returns to work. This pay back will continue until all days borrowed are completely repaid.
- M. Upon termination or resignation of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the member's final paycheck at the prevailing rate of pay. In the event that the final paycheck is not sufficient to cover the outstanding balances owed, the board would then bill the employee, or if necessary, the estate of the employee.
- N. Suspected abuse should be immediately reported to the SLB committee. Any alleged abuse of the sick leave bank may be investigated by the SLB committee, and upon the finding of wrongdoing, the employee shall repay all of the sick leave credits and shall be subject to other appropriate disciplinary action as determined by the Board of Education.
- O. If a participant disagrees with any decision made by the SLB committee, he or she may appeal such decision, in writing, to the Florence City Schools' Superintendent.
- P. Upon retirement or transfer of the sick leave bank member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.

## V. CATASTROPHIC

- A. An employee must be a member of the SLB to donate or receive catastrophic sick leave days.
- B. Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness as defined.
- C. A donating employee shall not be required to donate a minimum number of

catastrophic days to the sick leave bank.

- D. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Section 16-1-18.1.
- E. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall first exhaust all sick and personal leave. The recipient employee before being eligible to use catastrophic sick leave days shall first borrow and utilize days from the sick leave bank, up to a maximum of 15 days. Donated days shall become available for use by the particular employee who shall not be required to repay the days and can also use the donated catastrophic sick leave days to repay days owed to the sick leave bank.
- F. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to donor.
- G. If a particular employee does not require all of the days donated to the credit of the employee, the days shall revert to the credit of those employees who donated the days in accordance with the guidelines adopted by the SLB committee.
- H. No employee may donate more than 30 sick leave days, exclusive of the provisions of subsection e (Act 99-581), to the sick leave bank for the catastrophic sick leave of any one employee.
- I. A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness.