

SICK LEAVE BANK RULES

Putnam County District School Board 6.37 2016-2017

A Sick Leave Bank is hereby authorized under the provisions of Florida Statutes, 231.40(3), and the following rules:

I. MEMBERSHIP

- A. Any new eligible full-time employee of the Putnam County District Schools may voluntarily participate in the Sick Leave Bank after one (1) complete uninterrupted year of employment with the Board provided that such employee has accrued no less than five (5) days of sick leave, sixty (60) days prior to the opening day of enrollment for the Sick Leave Bank.
- B. Enrollment in the Sick Leave Bank will be accepted once a year during the month of September.
- C. Authorization forms for entrance into the Sick Leave Bank will be provided to eligible employees at their respective job sites. All authorization forms will provide prospective members with an opportunity to accept or reject entrance into the Sick Leave Bank. PCDSB Form C-19 shall be used.
- D. Each participating member shall contribute one (1) day of sick leave during his/her initial enrollment.

II. ESTABLISHMENT AND DURATION

- A. The Sick Leave Bank shall be considered initially operational when its membership totals no less than three hundred (300).
- B. As stated above, each participating member shall contribute one (1) day of sick leave from accrued sick leave during his/her initial enrollment.

III. REPLENISHMENT CONTRIBUTIONS

- A. If the amount of time on deposit in the Sick leave Bank is reduced to eight hundred (800) hours (100 days x 8 hours), all members who wish to continue their participation in the Bank shall at that time contribute one (1) additional day. A thirty (30) day period shall be established for conducting the contribution survey.

IV. ADMINISTRATION AND GOVERNANCE

- A. The Sick Leave Bank Committee will elect from a list of volunteers, three (3) members and three (3) alternates to serve as a Sick Leave Bank Review Panel to be appointed each year at the fall meeting. The term of office is to be one (1) year, however, members are eligible to serve additional terms. No member may serve more than two (2) consecutive terms.

- B. The function of the Review Panel will be to accept or reject, on merit, all claims made to the Sick Leave Bank.
- C. Once the Review Panel rules on a Claim, the applicant will be notified within three (3) days.
- D. When a request for the withdrawal of days from the Sick Leave Bank is denied, the employee may make a written request for an appeal to the Sick Leave Bank Committee to be heard. After hearing the appeal, the decision of the Sick Leave Bank Committee will be final.
- E. The Sick Leave Bank Committee shall elect from a list of volunteers, a three (3) member investigative committee to be appointed each year at the fall meeting. Term of office is to be one (1) year however; members are eligible to serve additional terms.
- F. The Sick Leave Bank Committee will continue to function in order to rule on any policy changes recommended by the Review Panel and to conduct a review of all the Bank's policies and procedures at least once each school year at the spring meeting. The committee will convene to review any revision of State Laws or State Board rules affecting the operation of the Sick Leave Bank.

V. ELIGIBILITY

In the event of a catastrophic illness of which the employee has no control causing a participating employee to be absent from work for an extended period of time, the employee may receive paid leave as follows:

- A. A member shall be eligible to request withdrawal of days from the Sick Leave Bank after meeting the following conditions:
 - 1. Exhaust all accumulated sick leave.
 - 2. If an employee does not have a sick leave bank balance totaling fifteen (15) days, the employee must take leave without pay totaling fifteen (15) days.
 - 3. Unpaid leave of three (3) days continuous workdays.
 - 4. Unpaid leave equal to the number of days the employee has sold back to the School Board, up to a maximum of a three (3) year period.
- B. Applications must be made to the Staff Services department, including a statement from two (2) doctors attesting to the member's extended illness or accident. The statement must certify:
 - 1. The nature of the catastrophic illness or accident.
 - 2. That in the event of an operation it is absolutely necessary and could not reasonable be delayed until a break in the employee's duty schedule.
 - 3. The probably date the member would be able to return to work.
 - 4. Application must also provide for both committees' permission to request additional or updated and other information needed for review or appeal.
 - 5. Members will not be allowed to receive simultaneous remuneration of wages from both worker's compensation and the Sick Leave Bank.

6. Any sick leave time drawn from the pool by a participating employee must be used for said employee's catastrophic personal illness or accident.
 7. Any member who did not participate in the Sick Leave Bank the preceding year cannot file a claim with the Sick Leave Bank during the first thirty (30) days of his/her membership.
 8. Any sick leave granted by the Bank shall be considered retroactive only to the first day of eligibility when application is made within twenty (20) working days of that date.
 9. Verbal notice prior to filing the written application will be sufficient for meeting that deadline. The application may be filed on the behalf of the member by another person in the event the member is unable to do so.
 10. No member shall be eligible to withdraw more than thirty (30) days from the Bank for any one (1) illness for a period of three (3) years from the first day of the withdrawal. However, the Review Committee has the option to increase the maximum number of days to sixty (60) or ninety (90) for terminally ill employees.
- C. All cases may be reviewed by the Sick Leave Bank Review Panel when each fifteen (15) days of benefits has reached up to the maximum amount allowable. At this time the committee may request additional medical certification.

VI. PARTICIPATION ABUSE

- A. The members of the Investigative Committee and Review Panel shall be representative of the various employee groups within the system.
- B. The function of the Investigative Committee shall be to rule on any alleged abuse of the Sick Leave Bank.
- C. The making of a fraudulent claim on the Sick Leave Bank shall result in the member being required to repay all sick leave credits drawn from the pool. Other appropriate disciplinary action may be taken by the Board.

VII. WITHDRAWAL FROM PARTICIPATION

- A. A participating member may withdraw his/her membership from the Bank at any time; however, no days previously deposited will be returned to a member who withdraws while the Bank is still in operation. The request for withdrawal must be in writing and addressed to the attention of the Department of Staff Services.

Authority: 231.40, F.S.
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