

ALABASTER CITY SCHOOLS SICK LEAVE BANK

GUIDELINES

A. Purpose

The Alabaster City Schools Sick Leave Bank (SLB) is established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted. It is the purpose of the SLB to allow any school employee who earns sick leave and who wish to participate in the SLB to also have access to the catastrophic sick leave provisions as established by law.

B. The Sick Leave Bank Committee

The SLB Committee shall consist of five members. Four of these members shall be members of the SLB and are to be elected by secret ballot by the participating members of the SLB. The remaining member shall be appointed by the Superintendent.

Members of the SLB Committee will serve a term of one year. Term shall be for the scholastic year. No representative on the committee shall serve for a term longer than five consecutive years.

The SLB Committee is charged with the administration of the SLB policies, decisions, and recommended changes in the SLB Guidelines may occur only when approved by the majority of the SLB Committee. The SLB shall be responsible for writing the guidelines which shall govern the operations of the SLB, and Catastrophic Leave Policies. No Board or SLB Committee shall adopt any regulations that conflict with state regulations.

Duties of the SLB Committee:

The SLB Committee will elect a chairperson from among its members at the beginning of each year. Other officers may be elected as the Committee shall determine.

Meetings of the SLB Committee shall be scheduled on a regular basis as determined by the Committee. Additionally, meetings may be called by the elected Chairperson or by a majority of the Committee.

Decisions affecting the SLB and Catastrophic leave are to be made exclusively by the SLB Committee by a majority recorded vote.

The SLB Committee is charged with the responsibility of developing the necessary forms so that all eligible employees will have reasonable access to the forms and membership. All forms developed by the SLB Committee shall be available on the ACS Webpage.

The SLB Committee shall review all applications for loans from the SLB and make appropriate decisions on approval of such loans.

Any alleged abuse of the SLB shall be investigated by the Committee and, on finding of wrongdoing; the violator shall repay all of the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action.

C. Eligibility and Participation in the Sick Leave Bank

Participation in SLB shall be voluntary.

Any full time or part time employee of the ACS who has completed a Sick Leave Bank Authorization Form depositing or committing the required two (2) days to the SLB is eligible to borrow up to fifteen (15) days from the SLB.

Enrollment into the SLB shall be the first 30 days of the beginning of each scholastic year, the month of January or within 30 days of hire date of new employee. Members wishing to withdraw can do so at the end of the scholastic school year or at the end of employment with ACS.

To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick/personal leave in his/her personal account.

No employee shall be allowed to borrow or owe a number of days which is in excess of fifteen (15) days unless over 50% of the participating members of the SLB vote to extend said limit.

The number of days loaned to an applicant shall be determined by the SLB committee. Factors to be considered include, but are not limited to, (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the system, and (4) the availability of days in the SLB.

The ACS Payroll Department shall maintain records of all member deposits to the SLB, withdrawals from the SLB and the status of the SLB. Reports shall be provided on a timely basis and at the request of the SLB Committee, Superintendent, or Board.

D. Repayment of Loaned Days

Members of the SLB who borrow from the SLB shall be required to repay the SLB as he or she accrues new days monthly. An individual cannot leave employment without repaying any outstanding debt of leave days to the SLB. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay. Such monies collected from former members of the SLB by the administration shall be used to replace the number of days borrowed from the SLB. If a member of the SLB has days borrowed and is on sick leave and cannot return to work due to a permanent or long term disability, the employee may at that time apply for Catastrophic Leave and on approval of Catastrophic leave may request a donation of days.

Retirement – Any member who is retiring may withdraw his or her donated days from the SLB for retirement credit.

Disagreements and Appeals – Any individual who disagrees with the initial decision of the SLB Committee may appeal the decision in writing for reconsideration to the SLB Committee. The Committee shall have the authority, but shall not be required, to put the issue to a vote of the full membership of the SLB. The decision of the SLB Committee shall be final and binding on all parties.

Withdrawal from SLB – Withdrawal from SLB must be made by submitting the official form to the SLB Committee at the end of the scholastic year. Any days which the member has on deposit shall be re-credited to the employee's personal sick leave account.

E. Catastrophic Sick Leave

Must be a member of the Sick Leave Bank.

The term “Catastrophic illness or injury” is defined as “Any illness, 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.”

An employee may use catastrophic sick leave for a catastrophic illness for himself or herself or for the following covered persons: parent, spouse, and child, foster child currently in the custody and care of the employee, sibling, or an individual with a close personal tie.

An employee who desires to receive Catastrophic Sick Leave must provide a written request to the SLB Committee. The request must include an estimated time of leave and the required form signed by a licensed physician.

An employee must exhaust all sick, personal and vacation (if applicable) days before borrowing SLB day(s). Upon approval of Catastrophic leave an employee may use donated days from eligible Sick Leave Bank members after he or she has exhausted all sick, personal and vacation days and borrowed the 15 days maximum from the Sick Leave Bank.

A sick leave bank member may donate a specific number of days (not to exceed 30 sick leave days) to a sick leave bank for a specific employee to use against a catastrophic illness.

Donated catastrophic sick leave may be used to repay days owed to a sick leave bank.

Days are donated for a specific person and can only be used by the person. In the case of more than one employee on catastrophic sick leave at the same time, donated days will be recorded separately for each employee.

The employee receiving donated days from a SLB member is not required to repay the donated days back to the donor, also donated days are not to be recovered or returned to the donor.

Any days donated for catastrophic purposes which are not used by the beneficiary employee shall revert to the employee making the donation.