

# SICK LEAVE BANK

The Jonesboro Public Schools will administer a self-supporting sick bank for all full-time personnel who wish to participate. Participation shall be on a voluntary basis. After the election to participate in the sick bank has been made, the participation shall be continuous, unless the finance office receives a written request from the participant by September 15 for withdrawal of membership in the sick bank. Days contributed to the sick bank by signed authorization cannot be returned to the participant.

Participants shall contribute one (1) day of earned sick leave per school year, except in a school year in which a balance of 300 or more days were carried forward in the sick bank. Unused sick days remaining in the sick bank at the end of a school year shall carry forward to the next year. In the event sick days are depleted during a school year, continuous membership forms on file shall be considered as permission to replenish the sick bank with an additional donated day by participants. ***If a continuous participant has no earned sick days to contribute to replenish the sick bank, membership ceases until the earned day can be contributed.***

1. A new full-time employee must submit a signed agreement to the finance office authorizing the contributed day.
2. The employee is immediately eligible to participate in the sick bank after contributing one day of earned sick leave and submitting the authorization to the finance office.
3. Participant may apply only after the following conditions- **(a)** all sick, gratuity, and vacation days have been used and **(b)** there have been **5 days missed without pay** (or using 5 personal illness days if available) for the condition pertaining to the current request.
4. No participant shall receive more than sixty (**60**) days from the sick bank in any one fiscal year. Participant must be a current member of the sick bank prior to their diagnosed illness/accident and request for sick bank days.
5. The applicant may only apply for a maximum of **20 days per request**. You may apply for additional days and the application will be reviewed by the committee.
6. Sick bank days **will not** be issued retroactively. Days will only be granted for absences from working days and will not be granted for holidays or vacation days.
7. Sick bank days shall be granted to a participant for **themselves, their spouse, or children**. Days will be granted in cases of emergency caused by a serious illness or serious accident that prevents participant from performing over 50% of his/her work duties and requires prolonged treatment. A qualifying illness or injury might include, but is not limited to, cancer, major non-elective surgery, serious accident or heart attack.
8. A participant may request **up to 10 sick bank days** that may be used for parent care in case of catastrophic events or illness. Application must be sent to sick bank committee.
9. Participants shall submit an application accompanied by a physician's certification as to the nature of the illness/accident, the probable length of disability, and detailed work restrictions. The application and physician's certification must be submitted as soon as the needed leave date is known.  
**Requests will not be considered until all the required information is provided.**  
\*The application must be hand delivered, put in the mailbag, or mailed directly to the sick bank committee.  
**NO** faxes will be accepted.
10. The committee will meet within 5 days of the request to make a decision on the application. The applicant will be notified by email and/or letter with the committee's decision.
11. For job-related accidents, sick bank days may be granted only after consideration is given to any compensation received by the participant from other governmental agencies or consideration of other disability payments. Members are not allowed Workman's Compensation AND sick bank.
12. Neither normal pregnancy, nor elective or non-emergency surgery shall qualify for withdrawal of sick bank days.
13. No days will be granted for surgery which in the opinion of the medical experts can be performed during the summer months or, for 11 and 12 month contracted employees, during vacation time.

14. If the participant is awarded days he/she may not work a 2nd job or perform duties outside of school while on sick leave. If bed rest is the physician's recommendation and the purpose for application to sick bank, the member is to adhere to treatment. Any person in violation of this condition will be responsible for repayment of sick days and termination from the Sick Leave Bank.

15. Any unused sick bank days will be returned to the sick bank.

A seven-member review committee shall determine the acceptability of each request for sick bank days. Members of the review committee shall consist of four teachers (two elementary and two secondary), one non-certificated personnel, one Administrative representative, and a representative from the finance office (or his/her designee). The JFAST Vice-President will serve as the chair of the review committee. All members of the review committee must also be members of the sick bank. The certificated teachers and non-certificated personnel shall be elected by the majority of district personnel who are members of the sick bank, for a term of three (3) years on a rotation basis. Persons denied their request for sick bank days shall have the right to appeal before the review committee by submitting a written appeal. The JFAST President will decide stalemates. A monthly sick bank statement shall be made available to all participants of the sick bank upon request.

**Catastrophic Event Clause**

In the event of a catastrophic occurrence, a staff member may petition a subcommittee to award additional days without loss of pay. *In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of extended duration, and require the services of a licensed health care provider.* Members of the subcommittee will be President of JFAST, the Chairperson of the Sick Bank Committee, and the Superintendent. The committee will be responsible for determining the number of days that will be granted. There is no minimum or maximum number of days that may be granted. Each request will be reviewed and a determination will be made based upon the merits of the request.

Legal Reference: A.C.A. § 6-17-1208  
Date Adopted: 2005 Revised: March 11, 2008  
Last Revised June 8, 2010 April 12, 2011

I elect to participate in the Sick Bank

I decline participation in Sick Bank

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Print Name

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Signature

Date