

Sick Leave Bank

The purpose of the sick leave bank is to provide a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

The sick leave bank shall be inactive until such time as it is needed by a specific employee. The sick leave bank can be activated by a majority vote of the entire staff.

Once the sick leave bank has been activated, staff members can voluntarily contribute one or more of their accumulated sick leave days to the sick leave bank.

An employee must use all of their personal leave, accumulated sick leave, and any accumulated vacation time before they are eligible to use the sick leave bank. The employee will make a written request to the superintendent requesting to use the sick leave bank. The superintendent will gather any relevant information, including, if necessary, a letter from the attending physician stating that the employee is unable to perform the normal duties of the job.

The superintendent will share the request with a committee of one teacher, one support staff member, and one administrator at a special meeting. The committee will determine the validity of the request and will determine, whether the request will be denied, granted, or granted in part. The committee will consider the following factors:

1. Member's past conservation and fair use of leave policies
2. The seriousness of past and current illnesses and injuries
3. Any unusual circumstances involved.
4. Any other relevant information available from any other source

Following the committee's decision, the superintendent will write the employee a letter either granting or denying the request to access the sick leave bank.

The number of days available to a single employee from the sick leave bank shall be the number of sick days donated by staff members, up to a maximum of 90 days.

CROSS REFS.: GBGG, Staff Sick Leave
GBGF, Federally-Mandated Family Leave

[Revised June 2007]
COLORADO SAMPLE POLICY 1990©

*Adopted December 2004
San Juan County School District #1, Silverton, Colorado
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