

Sick Leave Bank

The purpose of the Sick Leave Bank is to provide members with payroll protection during brief periods of serious, non-work related, illness/injury beyond their accrued sick leave. Sick Leave Bank shall not be used for Maternity/Paternity leave unless there are complications, or to extend Bereavement leave.

Sick Leave Bank withdrawals may be used for illness/injury of spouse or children.

A committee will be established for each of the Certified Sick Leave Bank and the Classified Sick Leave Bank.

Leave awarded under this policy shall coincide with Family Medical Leave, where Family Medical Leave is applicable.

Incentive sick leave days cannot be donated to the Sick Leave Bank.

Sick Leave Bank requests may be made by eligible staff who miss one (1) or more unpaid days of work due to illness/injury.

Certified Staff

See Negotiated Agreement for details on Certified Sick Leave Bank.

Classified Staff

Eligibility

Membership in the Classified Sick Leave Bank shall be mandatory for classified employees who work twenty (20) hours per week or more, and who have accumulated one (1) day of personal sick leave as defined by Idaho Code 33-1216 and 33-1217.

Sick Leave Bank Council

The Sick Leave Bank shall be administered by a Council comprised of one (1) employee in Human Resources, the Payroll Specialist, and three (3) classified employees to be appointed by the Superintendent or designee. This Council shall elect a chairperson. The Council members shall remain members until either a member asks to be relieved of their own participation, or the member separates employment with the District.

The Council shall review all applications for use of the Sick Leave Bank, and shall have the authority to make final decisions, within the guidelines, as to the disposition of the application.

The Council shall have the authority to recommend guidelines in addition to those set forth, if necessary.

Prior Policy: 603.4, 603.10

Cross Reference: 5402 Sick Leave  
5404 Sick Leave Donation Program  
5410 Family Medical Leave  
Form 5403F1 Sick Leave Bank Application Form  
Negotiated Agreement

Policy History

Adopted on: June 27, 2017

Revised on: