



Scottsboro City Schools Sick Leave Bank Procedures

I. Purpose

The Scottsboro City Schools' sick leave bank (hereinafter referred to as SLB) is established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted and to then provide for a means of obtaining catastrophic sick leave. This action is authorized by the *Employee Leave Laws for Alabama Public School Employees*.

II. Committee Parameters

- A. To be eligible to serve on the SLB committee, an employee must already be a participating member of the SLB.
- B. The SLB committee shall consist of five members. At the beginning of each scholastic year, four shall be selected through a nomination process and then by a secret ballot election held among the SLB members. One member, also from among participating employees, shall be appointed as the system's representative by the superintendent, subject to board approval. The superintendent or designee will be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process.
- C. Members of the SLB committee will serve a term of one year. Terms shall be for the scholastic year. Vacancies shall be filled by the respective parties (whether originally selected through election or superintendent appointee). No representative on the committee shall serve for a term longer than five consecutive years.

III. Duties

- A. The Scottsboro City Schools Payroll Department shall maintain records of all contributions to and withdrawals from the SLB. Reports shall be provided on a timely basis at the request of the SLB or the Scottsboro City Board of Education.
- B. It shall be the exclusive responsibility of the SLB committee to write the guidelines and administrative procedures of the SLB, including the catastrophic leave provisions. Guidelines shall be approved by a secret ballot vote of the participating members of the SLB.
- C. No Board or SLB committee shall adopt any regulation which conflicts with regulations set forth in the *Employee Leave Laws for Alabama Public School Employees*.
- D. Appropriate forms for utilizing the SLB shall be developed by the SLB committee.
- E. Any alleged abuse of the SLB shall be investigated by the SLB committee.

IV. Eligibility and Participation

- A. Participation in the SLB shall at all times be voluntary on the part of the employee.
- B. The prerequisite number of sick days (five) must be deposited by the new member, in order to join. An employee of the school system must be a member of the SLB before being eligible to borrow from the bank or request donations through catastrophic leave.
- C. Employees who have previously failed or refused to join the SLB have the option to join the SLB during the period beginning with teacher institute day through September 15th of each year and again from January 1st through February 15th of each year.
- D. A new employee of Scottsboro City Schools may join the SLB at any time during the first 30 days of employment. If the new employee does not have the required number of sick leave days to join the SLB, the five days will be credited (advanced) to the new employee as the deposit to join the SLB. *(The credit balance will be reduced by one day each month as the sick leave days are earned by the employee. After the credit balance is reduced to zero, sick leave days earned by the employee will be used to repay any outstanding loan to the SLB.)*
- E. A participating member of the SLB whose sick leave has been exhausted may borrow days from the SLB. The maximum number of days that can be borrowed by an individual from the bank shall be 15 days, which includes the five days the individual has on deposit, unless over 50 percent of the participating members of the bank vote to extend the limit.
- F. Sick leave days can only be used for the reasons stated in Section 16-1-18.1, Code of Alabama. Sick leave is defined as the absence from duty by an employee as a result of any of the following:
 - 1. Personal illness or doctor's quarantine
 - 2. Incapacitating personal injury
 - 3. Attendance upon an ill member of the employee's immediate family (parent, spouse, child, foster child currently in the care and custody of the employee, sibling); or an individual with a close personal tie
 - 4. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt)
 - 5. Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis

V. Borrowing Days from the Sick Leave Bank

- A. Application for loan forms will be available at the Central Office and on the school website at <http://www.scottsboroschools.net>. Form submission instructions are printed on the application.
- B. To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick leave in his/her personal account.

- C. A doctor's statement and/or FMLA certification, as applicable, shall be attached to the request form for days borrowed for illness from the SLB. Days borrowed to attend a funeral or memorial service will require an obituary.
- D. Sick leave days owed to the SLB must be paid back at the rate of one per month beginning with the next sick leave day earned after the loan is granted by the SLB and continuing until the days loaned have been completely repaid.

VI. Catastrophic Illness

A. Restrictions

1. The *Employee Leave Laws for Alabama Public School Employees* defines catastrophic illness as "Any illness, injury, 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."
2. An employee may use catastrophic leave sick leave for a catastrophic illness for himself or herself or for the following covered persons: *parent, spouse, child, foster child currently in the custody and care of the employee, sibling, or an individual with a close personal tie.*
3. Before being eligible to use catastrophic sick leave days, the member of the SLB shall first borrow and utilize days from the SLB, up to a maximum of 15 days. These 15 days include the original deposit of five days that were required to join the bank. The opportunity to borrow from the bank may be sufficient to preclude the need to apply for catastrophic leave.
4. Sick and personal leave days earned while the employee is utilizing catastrophic sick leave days must be exhausted before continuing the use of catastrophic sick leave days.

B. Procedures

1. The application for catastrophic leave and subsequent request for leave donations will be available at the Central Office and on the school website at <http://www.scottsboroschools.net>. Form submission instructions are printed on the application.
2. The request for catastrophic leave must include an estimated time of leave and a letter signed by a licensed physician, certifying the need for catastrophic sick leave.
3. The application for catastrophic leave and attached letter from a licensed physician will be presented to the committee for approval. FMLA certification may also be required, as applicable.
4. The committee will review the request, verify that the SLB has already been utilized for the maximum of 15 borrowed days, and otherwise ensure that the request for catastrophic leave is eligible under the *Employee Leave Laws for Alabama Public School Employees*.

5. All members of the SLB will be notified when the committee has approved a person for catastrophic leave, and will at that point have the opportunity to donate leave per the provisions below.

C. Provisions

1. Employees participating in the SLB may, at their discretion, donate a maximum of thirty (30) days to the SLB to be designated for a specific employee for use against a catastrophic illness.
2. 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.
3. The donated catastrophic sick leave days revert back to the donating employees on a prorated basis only if the recipient employee does not use all of the donated days.
4. Donated catastrophic leave may be used to repay days owed to a sick leave bank.

D. Other School Systems

SLBs are authorized to donate sick leave days to (or receive sick leave days from) other Alabama school systems, for use by a particular employee who is suffering a catastrophic illness.

VII. Leaving the Sick Leave Bank

- A. A participating employee who chooses to no longer participate in the SLB shall be eligible to withdraw from the Bank at any time. Resignation from the SLB must be made by submitting the official form to the SLB Committee. Any days which the member has on deposit shall be re-credited to the employee's personal sick leave account.
- B. Upon the resignation or termination of an employee who owes days to the SLB, the value for each of the owed days will be deducted from the final paycheck at the employee's current daily rate of pay.
- C. Upon retirement or transfer of the SLB members, days on deposit with the SLB shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.