

8.6—SICK LEAVE BANK —CLASSIFIED EMPLOYEES

A sick leave bank is established for the purpose of permitting classified employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, when the classified employee has exhausted all such leave. An eligible employee may enroll by donating a minimum of one (1) sick leave day, but not more than three (3) sick leave days of his or her accumulated leave to the bank.

The Superintendent in consultation with the Classified Personnel Policy Committee shall appoint a Classified Sick Leave Bank Committee. That committee shall consist of six (6) members: five (5) classified employees and one (1) principal.

The terms of the committee shall be for three years with two members being replaced each year.

~~The Committee shall meet as necessary for the purpose of reviewing requests for withdrawal from the bank. The determination of the committee shall be final.~~

Withdrawals

The Committee may grant sick leave up to five (5) sick leave days per contract year for personal or family illness, disabilities or accidents (not including accidents for which the employee is receiving Workers' Compensation), which cause the employee to be absent from work and when the employee has exhausted all accumulated and current sick leave.

Requests for withdrawal from the sick leave bank must state the reason(s) for the request and the number of days requested and must be accompanied by a detailed statement from an attending physician of the nature of the malady and the expected duration thereof.

If the information provided to the Committee is deemed by a majority of the Committee to be insufficient, the Committee may require additional information or deny the employee's request, at its discretion.

The Committee shall have the authority to grant, reduce or deny any request. However, the Committee may grant no request, or any granted time may be withdrawn, when the employee accepts retirement; is eligible for Social Security Disability; or other disability insurance or the employee returns to work.

Spousal Donations

District employees who are a legally married couple are eligible to utilize each other's sick leave. Written permission must be received for each day of donated sick leave. If the employees are paid at different rates of pay, the lesser rate of pay shall be used for the purpose of the donated sick leave days.

Legal Reference: A.C.A. § 6-17-1306

Date Adopted: 05/30/2018

Last Revised: