



DOTHAN CITY SCHOOLS

SICK LEAVE BANK PROCEDURES

The Dothan City Schools (DCS) Employee Sick Leave Bank shall operate under the provisions of Alabama Act #84-321. Rules and regulations for the operation of the Sick Leave Bank shall be jointly developed by the Sick Leave Bank Committee.

SICK LEAVE BANK COMMITTEE

A committee of five employees shall comprise the DCS Sick Leave Bank Committee, one representing the authority and four representing the participating members of the sick leave bank.

At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the sick leave bank committee. The term of office shall be one year. The chief executive officer of the authority shall be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret ballot voting process. The chief executive officer of the authority shall also appoint the authority's representative on the committee, subject to board approval.

The sick leave bank committee shall establish procedures for the uniform administration of the sick leave bank. Guidelines shall be developed by the sick leave bank committee for the operation of the sick leave bank. The guidelines shall be approved by a secret ballot vote of the participating members of the sick leave bank. The accounting of the sick leave bank shall be the responsibility of the authority, in conjunction with the Accounting Office representative assigned. Vacancies occurring on the committee shall be filled by the respective parties. No representative on the committee shall serve for a term longer than five years.

EMPLOYEE SICK LEAVE BANK GUIDELINES

Eligibility

1. Any employee of Dothan City Schools who earns sick leave is eligible to join the Sick Leave Bank.
2. Employee membership in the sick leave bank shall be voluntary.
3. The employees shall deposit an equal number of days (5) of his or her earned sick leave into the bank. The days deposited shall be available to be loaned to any participating member whose sick leave has been exhausted.
4. At the beginning of the scholastic year, or upon employment of a new employee, as the case may be, the appropriate number of sick leave days shall, upon application of the

employee, be credited to the employee's account to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable him or her to join the bank. Other employees who have previously failed or refused to join the sick leave bank are allowed the option to join upon deposit of the prerequisite number of sick leave days.

5. Before being eligible to use catastrophic leave days, the member of the sick leave bank shall first borrow and utilize days from the Sick Leave Bank, up to a maximum of fifteen (15) days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the sick leave bank to the credit of the affected member.

Participation

1. No employee shall be allowed to owe more than 15 days (10 days over what was deposited) to the sick leave bank, unless over 50 percent of the members of the bank vote to extend the limit.
2. A member of the sick leave bank shall not be allowed to accumulate more days than allowed in Section 16-1-18.1, including days in the sick leave bank. The last adjustment to Section 16-1-18.1 was an unlimited number.
3. Any alleged abuse of the use of the sick leave bank shall be investigated by the sick leave bank committee. On the finding of wrongdoing, the member shall repay all of the sick leave credits drawn from the sick leave bank and be subject to other appropriate disciplinary action as determined by the local authority.
4. Upon retirement or transfer of the sick leave bank member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
5. A member who chooses to no longer participate in the Sick Leave Bank shall be eligible to withdraw his membership at the end of the school year during the month of June only. The member may withdraw his unused days contributed to the bank at that time.
6. Any sick leave days drawn from the bank by a member shall be used in accordance with the definition of sick leave set forth in the *Alabama Administrative Code* and the Dothan City Board of Education policies. Factors to be considered include but are not limited to: (1) the applicant's need, (2) the circumstances of the illness or injury, (3) years of service to the system, (4) the availability of days in the Sick Leave Bank, and (5) a physician's statement, if required.

Application for Requests

Requests for loans from the Sick Leave Bank shall be screened and approved by the committee. The committee shall meet as necessary. Requests for loan must be turned in to the DCS Accounting Department, located at the Central Office. Loans must be approved by the committee prior to the beginning date of designated use listed on the Catastrophic Sick Leave

Request form. In case of an emergency, the committee will determine whether an emergency exists, and if so, a meeting will be called to approve the loan.

Maintenance and Accountability

1. The Accounting Department will provide to the committee each month a statement of days used from the Sick Leave Bank, the number of days paid into the Sick Leave Bank and the number of usable days.
2. Guidelines may be changed after approval of a majority of the participating members and the Board Policy Committee. Subsequent approval by the Board of Education will be required.

Repayment

Sick leave days shall be repaid to the sick leave bank monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay. If an employee's final check is not sufficient to repay the sick leave days owed, the days remaining unpaid will be charged proportionally to each member's days on deposit in the sick leave bank.

Revisions: June 11, 1996; January 24, 2000, November 14, 2019
Reference: Acts No. 99-HB210.1999 Regular Session