

Book	BCPS Policies
Section	G - Personnel
Title	SICK LEAVE BANK
Number	GCBDD
Status	Active
Legal	
Adopted	April 1, 2000
Last Revised	July 19, 2012

Purpose: Bedford County Public Schools has established a sick leave bank in order to provide a layer of financial protection against loss of income for eligible members in the case of a catastrophic event which renders the employee unable to work for an extended period of time. The plan is available to eligible employees on a voluntary basis.

Employees of Bedford County Public Schools (BCPS) may participate in a county-wide sick leave bank. Members will initially donate two (2) sick leave days, to be deducted from their accumulated sick leave balance, with additional assessment as noted. New employees of (BCPS), who do not bring any accumulated sick leave balance with them at their time of employment, may elect to join the sick leave bank by donating one (1) sick day the first year of employment and donating the second sick day no later than the beginning of the third year of employment. Membership forms must be returned to the Human Resources Department during the annual open enrollment period, June 1 through June 15. For employees hired after the school year begins, membership forms must be returned to the Human Resources Department with contract and/or salary agreement. Membership will be continuous unless the employee notifies the Human Resources Department in writing that they want to stop their membership in the plan. Donations to the plan are non-refundable. Employees who withdraw membership from the sick leave bank may re-enroll during the next open enrollment period by completing a new membership application and contributing two (2) sick leave days.

Every employee of the school system who accumulates sick leave is eligible for membership. Bank benefits are for the member's use only, and the member must make application in writing for use of the benefit. The sick leave bank is designed for extenuating circumstances. Coverage for a normal maternity is excluded under the plan. The superintendent will consider requests on an individual basis.

Administration of the sick leave bank will adhere to the following guidelines:

To be eligible to receive sick leave bank days, an employee must:

- A.
 - Have medical documentation of need.
 - Have used all accumulated sick leave days.
 - Have used all other eligible leave days.
 - Be absent in excess of thirty (30) continuous working days or have a physician certification which anticipates an absence of thirty (30) or more continuous working days.
- B. The superintendent of schools will review all sick leave bank requests.

- C. The superintendent will make a determination, based on the request, and may approve an initial for thirty (30) days of sick leave bank use.
- D. If the need continues beyond the initial thirty (30) days the superintendent may approve an additional thirty (30) days of sick leave bank use.
- E. A maximum of sixty (60) working days each school year can be drawn by any member of the sick leave bank.
- F. Once sixty (60) days are drawn out of the sick leave bank, you are expected to return to work.
- G. Before you are eligible to draw from the sick leave bank again, you must put back at least 5 days of the first 30 days that you have used and 10 days if you used 60 days.
- H. Sick leave bank days are for the employee's use only and do not apply to absence due to family illness.
- I. Members of the sick leave bank will be assessed additional days of sick leave at such time the bank is depleted.

Cross Ref.:

[GCBDD Sick Leave Bank](#)

[GCBDE Payment of Unused Sick Leave](#)

[GCBI/GDBI Civic Duties](#)

[IC/ID School Day/ School Year](#)