

## **Sick Leave Bank for Classified and Administrative Personnel**

GCRGA

There shall be a sick leave bank jointly established for classified and administrative personnel not covered under the negotiated agreement. The bank shall have the following qualifications:

- a. To participate the employee must contribute a day of their sick leave annually. That qualifies the employee for use of the bank, if needed, for the entire plan year, September 1 through August 31.
- b. Unused days at the end of a plan year will be carried over to the succeeding year.
- c. When the balance of days in the bank drops below 120 in a given plan year, a new donation of days will be necessary.
- d. The classified or administrative employee must have used all of his/her accumulated sick/personal leave (not including vacation leave) to be able to apply for use of the sick leave bank.
- e. An application requesting withdrawal of days from the sick leave bank must be filed with a governing committee. That committee will be appointed annually by the superintendent to include representatives of both classified and administrative personnel.
- f. The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family\*.
- g. The maximum number of days that an employee may draw from the bank will be determined by the governing committee. In no case will that number of days overlap the beginning date of KPERs disability benefits for the employee.

Denial of the application to withdraw days from the sick leave bank may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the governing committee of the bank and one person appointed by the board of education, and one person appointed by the two members of the appeal committee. It is understood that the board of education may appoint one of themselves as its committee member or may appoint a classified or administrative employee. The decision of the appeal committee will be final.

\*Immediate family is defined in the negotiated agreement as employee's spouse, children, sibling, spouse's sibling, grandchildren, parents, spouse's parents, grandparents, or other person whose residence has been or is the home of the employee.