

SICK LEAVE BANK

The Terrebonne Parish School Board recognizes that major illnesses and catastrophic injuries may warrant the need for additional sick leave days. The Board shall create and maintain a *Sick Leave Bank* which provides an opportunity for employees to donate sick leave days, which in turn may be used by employees in emergency situations when their own sick leave days have been exhausted.

Donations of sick leave days shall be made to the Sick Leave Bank and not directly to individual employees, shall be made by notarized *Acts of Donation*, and shall be made in accordance with other provisions of this policy. Once executed, any donation made shall be *irrevocable*.

Receipt of sick leave days from the Sick Leave Bank shall be based on a written application submitted by an employee to the Superintendent and/or his/her designee. Assessment and any decisions regarding the granting of days from the Sick Leave Bank shall be the responsibility of the Superintendent. His/her decisions shall be *final*, and such decisions shall not be subject to review by the School Board or subject to the Board's grievance procedures.

ADMINISTRATION OF SICK LEAVE BANK

Donations of sick leave days shall be made directly to the Sick Leave Bank. Three (3) separate accounts shall be established within the Sick Leave Bank: one for teachers, one for bus operators, and one for school employees. Donations to the Sick Leave Bank shall be credited to the appropriate account depending on the classification of the donor.

Applications for receipt of donated sick leave days from the Sick Leave Bank shall be in writing and include a statement from a licensed physician certifying a medical necessity for the employee to be absent from work. The application shall be submitted at least thirty (30) work days prior to the anticipated beginning date of leave. In cases of extenuating circumstances, the Superintendent may waive or alter the application deadline. Upon review of the applications, if questions about the validity or accuracy of the certification arise, the Superintendent may require additional medical certification as outlined under *Extended Sick Leave* in policy, *F-11.4 Sick Leave*.

Medical necessity shall be the result of a catastrophic illness or injury, which means a life-threatening, chronic, or incapacitating condition of the employee or a member of his/her immediate family. *Immediate family member* shall mean a spouse, parent, or child of the employee.

All records generated in the administration of the Sick Leave Bank, as well as the confidentiality of applicable records, shall be properly maintained by the Superintendent and

staff in accordance with statutory provisions.

Donor Eligibility of Sick Leave Bank Days

1. Only employees with thirty (30) days or more of accrued leave from previous years may donate from that account. An employee with less than thirty (30) days of accumulated sick leave cannot donate any sick leave days.
2. Employees who wish to donate accrued sick leave days shall have been actively employed by the School Board for a period of thirty-six (36) consecutive months as of the date of the intended donation.
3. Employees may donate sick leave days for the current year only. A maximum of ten (10) days may be donated. In the event of extenuating circumstances, more days may be donated with the approval of the Supervisor of Personnel. An individual may make only one (1) donation in a fiscal year.
4. Sick leave, once donated and used, is permanently removed from the donor's account.
5. Employees wishing to donate sick leave shall complete the appropriate *Act of Donation Form*. The donation shall irrevocably relinquish all future claims and rights to such donated sick leave. The days donated shall be permanently deducted from the total number of accumulated sick leave days the employee has on the date the donation is approved.
6. All donations shall be strictly voluntary.
7. No transfer shall become valid until all forms, verifications and signatures have been completed and signed by the Superintendent.
8. All donations shall be in units of whole days; no fractional days may be donated.

Receipt Eligibility of Sick Leave Bank Days

1. No employee may seek donations until appropriate documentation of eligibility has been received.
2. In order to receive donated leave, the employee be employed as a full-time employee in Terrebonne Parish and shall have been employed by the School Board for at least thirty-six (36) consecutive months as of the date of the intended usage. Employees who are recipients shall have exhausted all current and accumulated sick leave and have used all days of extended sick leave and any other applicable leave to which the employee may be entitled. In addition, those employees who receive annual leave shall have exhausted all annual leave time before becoming eligible to receive sick leave days from the Sick

Leave Bank.

4. Individuals are not eligible for the program once they qualify for Worker's Compensation, disability retirement, and/or any other disability benefits.
5. The maximum number of sick leave days that can be granted to any one employee, in any one fiscal year, shall be ten (10) work days.
6. Any unused days granted that remain at the end of the fiscal year shall be returned to the Sick Leave Bank.

Miscellaneous Provisions

1. The Superintendent shall be authorized to make determinations and clarifications of these provisions. All determinations and clarifications made by the Superintendent shall be final.
2. All transactions shall become part of the permanent personnel files of the employees. *Act of Donation Forms* shall be placed in donor personnel files depicting the actual number of days deducted from accrued sick leave days on file after the donation is made.
3. The number of days withdrawn from the Sick Leave Bank shall not exceed the number of days available within the appropriate account of the Bank.

October 1999

Revised: April 2001

Revised: November 2012

Ref: La. Rev. Stat. Ann. §§17:81, 17:500.2, 17:1202, 17:1205, 17:1206.2, 17:1208, 17:1208.1;
La. Civil Code, Art. 1541, 1542, 1833; Board minutes, 10-19-99, 4-24-01, 11-20-12.