

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES;
SICK LEAVE BANK REQUEST FOR DONATIONS

DEC (R)

Procedural Guidelines A Sick Leave Bank will be created when the catastrophic illness of an employee or an immediate family member (spouse, child, or parent) of the employee has caused all sick leave to be exhausted.

Requests for the creation of a sick leave bank must be submitted to the Superintendent in writing 10 days prior to exhausting all leave. Documentation of the illness from a physician is required.

In case of an emergency situation, the Request for Donation must be submitted as quickly as possible immediately after the determination of the qualifying event.

In the event that the employee cannot submit the required documentation due to the employee's incapacity or serious health condition, the employee's immediate family member may present all documentation.

The first 25 days will be accepted for the creation of the bank.

In the event another 25 days is needed, the employee should make a 2nd request. A maximum of 4 requests may be made annually by any single employee.