

OAK RIDGE SCHOOLS

CERTIFIED SICK LEAVE BANK

RULES AND REGULATIONS

A sick leave bank enrollment began August 1, 1997. This bank was established for the benefit of regular certified employees who accrue sick leave.

Legislative action by the State has enabled Oak Ridge to provide this opportunity to invest some accrued sick leave in a bank from which members may withdraw sick days according to the guidelines established in TCA-49-5-49-5-810 for certified sick leave bank.

Sick leave bank trustees consist of two (2) persons from the Board of Education and two (2) from the employee organization. The Superintendent of Schools or his designee serves as chairperson.

These guidelines will provide information about eligibility to join the sick leave bank, the rules of membership, the enrollment period, and procedures.

◆ ***Eligibility***

Certified employees who are entitled to sick leave.

◆ ***Enrollment Period***

The enrollment period in which you may join the bank will extend from August 1 until October 31 each year. Once enrolled, you remain a member until you request membership cancellation. There is no need to re-enroll each year.

◆ ***Initial Enrollment Assessment***

The initial assessment to enroll in the bank is three accrued days. When a certified employee joins the sick leave bank, three days of sick leave will be deducted from the employee's sick leave.

◆ ***Rules of Membership***

Any certified employee may cancel membership from the bank by written request as of June 30 of each year. The right to membership or to apply for membership ceases with termination of employment, retirement, cancellation of membership, or refusal to comply with assessments. Sick leave days contributed to the bank are non-refundable and

non-transferable except in the event of the dissolution of the bank.

◆ ***Assessment of Sick Leave Days***

If membership falls below 20 members and the sick leave balance is less than 20 days, the sick leave bank trustees may decide to dissolve the bank rather than making an assessment. If the bank is dissolved, any days on deposit shall be returned to the participating members at the time of dissolution and credited to their personal sick leave accumulation in proportion to the days each has contributed.

The trustees are authorized to make the necessary and reasonable assessments of the membership to maintain an adequate reserve of days based upon total membership and projected need. To maintain the bank, the balance of sick leave days in the bank should not fall below one day per member.

In the event of an assessment, the membership must be notified in writing at least 30 days prior to the effective date of the assessment. At the end of the 30 day notification period, transfers will be made from the sick leave balances of members to the bank, except in cases where members have notified the trustees in writing of their unwillingness to honor the assessment.

Failure to comply with any assessments established by the sick leave bank trustees will result in cancellation of membership unless the member has made a current application for sick leave from the bank or is on leave with pay (sick leave) using an allocation from the bank. If a member has no accumulated sick leave at the time of the assessment, the first earned days shall be donated as they are accrued by the certified employee.

The number of days requested from each member may not exceed three days per assessment.

◆ ***Eligibility/Application for Sick Leave Days***

Members who have been in the sick leave bank for at least 30 days are eligible to apply.

Sick leave days may be requested from the bank only for the personal illness or injury of the certified employee. Bank sick leave days may not be granted for elective surgery (see list on back), or illness of any member of the individual's family, or during any period an individual is receiving disability benefits from social security or a retirement plan or workers' compensation.

All accrued leave (sick, vacation, personal) must be used before receiving sick leave days from the bank.

A written request for use of bank sick leave days along with the physician's statement, must be submitted on appropriate forms to the Business Office before action will be taken by the trustees.

◆ **Granting Sick Leave Days**

The trustees shall act upon all applications for sick leave days from the bank within 10 calendar days from receipt of the request by the trustees. All actions by the trustees require three affirmative votes.

The number of sick leave days granted may never exceed the number of days in the sick leave bank.

Each grant of sick leave days shall be limited to a maximum of 20 consecutively scheduled working days for each illness or injury. After the initial grant, an extension (or extensions) of up to 40 sick leave days may be granted per illness or injury. The total sick leave granted to any one member shall not exceed 60 days per fiscal year or 90 days for any one illness, recurring illness, or accident.

If sick leave from the bank is granted to a certified employee, the employee is considered to be in active pay status during the use of that leave and all enrollment benefits apply during the accrual of annual and sick leave.

If any sick leave is granted but not used by the employee, the unused portion of the amount of sick leave transferred is returned to the sick leave bank. This would apply in the case of employee's death or recovery from the illness or injury.

◆ **Enrollment Forms**

If you should decide to join the sick leave bank, the trustees will provide an enrollment form to be returned to the Business Office.

The Sick Leave Bank Trustees recognizes the following procedures as examples of "elective surgery":

1. Radial keratotomy and other surgical procedures to correct refraction error(s).
2. Any operation relating to the fitting or wearing of dentures or teeth.
3. Cosmetic surgery unless an injury or illness.
4. Experimental surgical procedures not yet recognized as acceptable medical practice or which require, but have not received, approval by a federal or other governmental agency.
5. Artificial implants and non-human transplants.
6. Reversal of sterilization procedures.
7. Surgery to change sex and related treatment.
8. Services or supplies in connection with artificial insemination, in vitro fertilization or any procedure intended to create a pregnancy.
9. Pregnancy/Caesarean

