County of Albemarle  
Human Resources Department  
Sick Leave Bank Enrollment

Name* ________________________________________________________ Social Security #:_________________________
(Please Print)

School/Department______________________________________________________________________________________________________

I agree to donate one day of sick leave upon joining the Sick Leave Bank and I understand that this day will be deducted from my accumulated sick leave. I agree to abide by the rules and regulations of the Sick Leave Bank as set forth in the School Board and Local Government policies.

_________________________ __________________________
(Employee’s Signature) (Date)

Sick Leave Bank Policy

The Board will maintain a sick leave bank to be used when a member of the bank becomes incapacitated by long-term illness (defined as more than 20 days) or injury as long as one-third of the eligible members agree to participate in accordance with the terms contained herein. Membership in the sick leave bank shall be voluntary and open to all eligible employees who accrue sick leave. Each employee of the Board who accumulates sick leave is eligible for membership and may become a member by donating one day of sick leave upon joining and an additional day thereafter whenever an assessment is required.

Requests for leave time from the bank must be made in writing by the employee or his/her representative in advance of the absence for which the extra days are to be granted. Requests cannot be made retroactively except in the case of absences that were presumed to be covered by Workers Compensation, but were subsequently denied.

Requests must be supported by a medical doctor’s certificate acceptable to the Board. The Board reserves the right to require additional medical documentation to support the request. Failure to meet applicable requirements set forth in this policy will result in the rejection of the employee’s sick bank application. Employees should also be aware of the Family and Medical Leave and how it relates to the use of sick leave and sick bank leave.

The Director of Human Resources is designated as the administrator of the sick leave bank.

1. Enrollment Procedures
   An eligible employee may enroll within the first thirty days of employment. An employee who does not enroll when first eligible may do so during any subsequent Benefits Open Enrollment period by making application and providing satisfactory evidence of good health to the Board. Membership in the Bank may be earned by contributing one (1) day of Sick Leave upon joining and an additional day thereafter whenever an assessment is required. The donated days of leave will be deducted from the donor’s accumulated days of Sick Leave.

2. Rules for Use
   a. The first twenty (20) consecutive working days of illness, or disability will not be covered by the bank, but must be covered by the unit member’s own accumulated paid leave or leave without pay. This requirement may be met in cases in which twenty days of absence, although not consecutive for the same illness/injury, occur within thirty working days.
   b. Requests for use of the sick leave bank must be submitted in writing by the employee or designee prior to the 20th day of absence except in the case of Workers Compensation claims that were denied.
   c. Eligible employees may take a maximum of forty-five (45) working days from the sick leave bank in any rolling year (defined as a 365-day period beginning with the first day of sick bank usage). For example, if an eligible employee begins sick leave bank usage on March 1st, he/she would be entitled to take up to 45 working days from the sick leave bank in the 365-day period beginning on that date.
   d. Days drawn from the bank for any one period of eligibility must be consecutive, except additional periods of disability resulting from recurrence or relapse of the original illness, which will be covered fully on a continuing basis up to the annual maximum of forty-five days. Otherwise, members must return to work and must meet the requirements of item B.1 before becoming eligible to utilize sick leave bank benefits again.
   e. A member of the bank will not be able to use sick leave bank benefits until the employee's sick leave declines to zero. Sick Leave and/or sick leave bank time will run concurrently with FMLA where applicable.
   f. Members of the bank will be assessed additional days of sick leave at such time as the bank is depleted to two hundred days, unless they choose not to participate further in the bank. Members who have no sick leave to contribute at the time of assessment will be assessed one (1) day and allowed to temporarily maintain a negative balance.
   g. Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
   h. The sick leave bank request form must be signed by a medical doctor (M.D.) acceptable to the Board. The Board reserves the right to require additional medical documentation supporting the request.

3. Termination
   Upon termination of employment or membership in the sick leave bank, a participating employee may not withdraw the days he/she contributed to the bank.

Revised 09/2018 — Recycle Previous Copies