

ESTABLISHMENT:

1. Participation in the Sick Leave Bank by employees shall be voluntary on the part of the employee.
2. Enrollment in the Sick Leave Bank shall be open from Teacher Institute Day through September 15. Membership will become effective on the first day of the month after enrolment. (New employees may enroll at the time of hire.)
3. The maximum number of days that can be borrowed by an individual from the bank shall be ten (10), not including the two (2) days the individual has on deposit, unless over 50% of the participating members of the bank vote to extend said limit. The committee is empowered to investigate all requests for days exceeding the ten day maximum.
4. Any employee in the Birmingham City Schools System shall be eligible for participation in the Sick Leave Bank provided that such an employee has accrued the minimum of four days unused sick leave at the time of enrollment in the Bank. (Minimum not applicable to new employees.)
5. Participation in the Sick Leave Bank requires a completed/ signed request form from the employee. This authorizes the removal of two days from their personal sick leave account to be placed in the Sick Leave Bank. After the initial contribution, no further contributions shall be required except as may be necessary to replenish the pool.
6. The following conditions must be met to withdraw days from the Sick Leave Bank:
 - a. All accumulated sick and personal leave of the employee must be exhausted.
 - b. A request for the loan of days from the Sick Leave Bank must be received in the human resources office on or before the tenth of each month.
 - c. All requests for Sick Leave Bank withdrawals must be in whole day increments.
 - d. In cases where the contributor has been incapacitated, the employee's designated agent may apply to the Committee on the contributor's behalf.
 - e. At the discretion of the committee, and upon the request of the applicant, loans may be granted retroactively to the first day of absence occurring during the current pay period.
 - f. The Committee may require a statement for the applicant's physician certifying the nature of the illness or disability.
7. Any sick leave drawn from the bank by a participating employee shall be used for the illness, injury, or disability of the employee or his/her mother, father, spouse, or child.

The sick leave bank may also be utilized in the event of death in the immediate family of the employee (husband, wife, father, mother, son, daughter, brother, sister, nephew, niece, mother-in-law, father-in-law, sister-in-law, uncle, aunt, grandfather, grandmother, grand son, granddaughter.) The Committee may require a copy of a death certificate or death announcement for verification purposes.

8. A participating employee who uses sick leave from the bank shall have all earned days credited directly to the Sick Leave Bank as they accrue until the borrowed amount is paid in full.
9. The committee is empowered to investigate any alleged abuse of the Sick Leave Bank and on, a finding of wrong-doing, the employee shall be required to repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to other appropriate disciplinary action as determined by the Board of Education. Any employee who borrows days must repay all days before an additional loan of days can be made.
10. The committee shall authorize the payroll office to screen requests for Sick Leave Bank withdrawals. Any request the payroll office deems unusual or questionable shall be referred back to the committee.

TERMINATION:

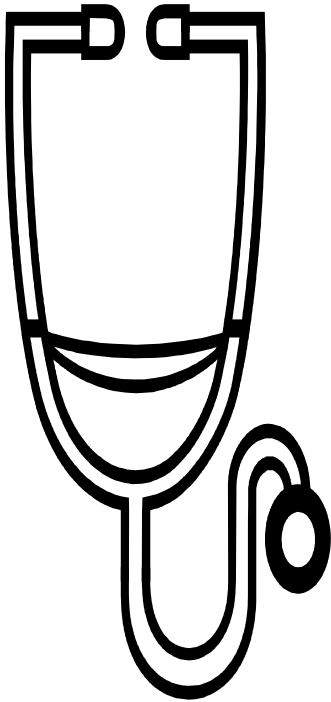
1. Any participating member leaving the school system may withdraw unused days contributed to the bank by written notice to the Sick Leave Committee.
2. Voluntary withdrawal from participation in the Sick Leave Bank will be by written notice to the Sick Leave Bank Committee by September 15 of each school year.
3. Participating employees cannot leave the school system without repaying the sick leave days to the bank. If the employee has no sick leave days remaining, the said value of the loan (daily rate of pay multiplied by the number of days owed to the sick leave bank) shall be deducted from the employee's final paycheck at the prevailing rate.
4. Should the Sick Leave Bank be terminated for any reason or if participation drops below ten percent of the total of all personnel, the Sick Leave Bank shall be discontinued and the sick leave days shall be redistributed to participating employees. Outstanding loans of sick leave days (all over two days) shall be repaid by borrowing employees as sick days are accrued.

The total borrowed days and days remaining in the bank will be distributed to each member on a prorated share of two days originally contributed to the bank for all actual members are not available. (nearest 1/2 days).

5. Strict auditable records shall be kept on every transaction of the Sick Leave Bank and all transactions of any nature shall be recorded.

CATASTROPHIC SICK LEAVE

1. Employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank.
2. Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all sick and personal leave. Donated days shall become available for use by the particular employee who shall not be required to repay the days.
3. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering from a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor.
4. If a particular employee does not require all of the days donated to the credit of the employee, the days shall revert to the credit of those employees who donated the days or may be used by the recipient employee to repay days owed to the sick leave bank.
5. No employee may donate more than thirty (30) sick leave days to the sick leave bank for the catastrophic sick leave of any one employee.
6. The sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness.
7. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days.

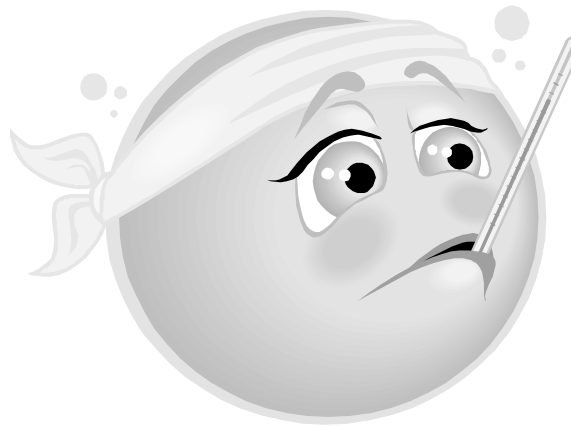


Lending a Helping Hand

When Needed



Revised 5/04



Birmingham City Schools

Sick Leave Bank Guidelines



Birmingham City Schools

Sick Leave Bank Guidelines

ESTABLISHMENT:

The Birmingham City Schools Employee Sick Leave Bank shall operate under the provisions of Alabama Act #84-321.

1. Rules and regulations for the operation of the Sick Leave Bank shall be developed jointly by the Sick Leave Bank Committee. The committee shall be comprised of five (5) employees, one representing the authority and four representing the participating members of the sick leave bank. The SLB Committee will elect, by majority vote, a chair person from among its members at the beginning of each school year.
2. At the beginning of each scholastic year, an election shall be held among the sick leave bank members to determine by secret ballot the four members who are to serve on the sick leave bank committee. The term of office shall be one year. The chief executive officer of the authority shall be responsible for conducting the election in a fair and equitable manner, ensuring the confidentiality of the secret balloting process. The chief executive officer of the authority shall also appoint the authority's representative on the committee, subject to board approval.
3. Amendments of the rules and regulations of the Sick Leave Bank shall be submitted by the committee to the participating employees and Board of Education for approval.
4. The Sick Leave Bank will be established when approved by the Birmingham Board of Education and when written application for membership equals or exceeds twenty percent of the employees of the Board of Education.