

# **Talladega County Schools**

## **Sick Leave Bank Guidelines**

The Talladega County Schools' Employee Sick Leave Bank shall operate under the provisions of the Alabama Code Section 16-22-9.

1. No employee shall be allowed to owe more than 15 days to the sick leave bank, unless over 50 percent of the members of the bank vote to extend the limit.
2. Appropriate administrative forms for administering the sick leave bank shall be developed by the sick leave bank committee.
3. Sick leave days shall be repaid to the sick leave bank monthly and re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee's prevailing rate of pay.
4. Employee membership in the sick leave bank shall be voluntary.
5. Any alleged abuse of the use of the sick leave bank shall be investigated by the sick leave bank committee. On the finding of wrong doing, the member shall repay all the sick leave credits drawn from the sick leave bank and be subject to other appropriate disciplinary action as determined by the local authority.
6. Upon retirement or transfer of the sick leave bank member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.
7. Before being eligible to use catastrophic sick leave days, the member of the sick leave bank shall first borrow and utilize days from the sick leave bank, up to a maximum of 15 days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave may be used to repay days owed to the sick leave bank to the credit of the affected member.
8. At the beginning of the scholastic year, or upon employment of a new employee, as the case maybe, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable him or her to join the bank. The sick leave bank committee shall develop in its guidelines a provision whether or not to allow other employees who have previously failed or refused to join the sick leave bank the option to join upon deposit of the prerequisite number of sick leave days. Any policy developed by the sick leave committee shall be uniformly applied to all employees.