

SICK LEAVE BANK

In addition to the regular sick leave allotted to each Centennial BOCES employee, a sick leave bank has been established by Centennial BOCES. The purpose of the sick leave bank is to provide a source of sick leave for a Centennial BOCES employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

Eligibility

Participation in the bank is voluntary. Upon an employee's hiring, the opportunity to join the Bank will be offered. Each Centennial BOCES staff member employed at .5 FTE, or more, is eligible to join the Bank, and may do so voluntarily by contributing two days from his/her eligible sick leave. These days will be removed from the individual's sick leave eligibility and will be transferred to the Bank total. All other employees may join by September 1 of any year. Employees who choose not to join the Bank will not have the opportunity to take advantage of the Bank.

Use of Sick Leave Bank

Use of sick leave bank days by a Bank member is limited to any extended health problem which has depleted the employee's own sick leave days. All requests for use of the Sick Leave Bank will be in writing, by completing the Sick Leave Bank form and will be accompanied by appropriate medical information justifying the request. All such information will be treated as confidential by the Sick Leave Bank Committee. This committee shall be composed of three Centennial BOCES employees, including the executive director, or designee. The committee will give consideration to the following factors:

1. Member's past conservation and fair use of leave policies.
2. The seriousness of past and current illnesses and injuries.
3. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source. The committee may request a letter from the attending physician stating that the individual was not able to perform the normal duties of the job.

Approved requests shall be for no more than 10 working days. Absences beyond the 10 initial days will not require an additional written request, but must be separately approved by formal action of the Sick Leave Bank Committee. The total, maximum number of sick leave bank days that can be approved for an individual employee is limited to 30 total days in each calendar year.

Sick leave days in the Bank will carry over from year to year. Should the number of available sick leave days in the Bank fall below 40, members of the Bank will be uniformly assessed additional sick leave days from their personal sick leave to bring the total back to, or above, the 40 day minimum. A member employee withdrawing from the sick leave bank may not withdraw contributed days.

CROSS REFS.: GBGF, Federally-Mandated Family and Medical
GBGG, Staff Sick Leave

Revised: January 18, 2018
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Centennial BOCES