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**PERSONAL LEAVE BANK**

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**1.0 Purpose – Personal Leave Bank**

“A county board of education may establish a personal leave bank or banks to which employees may contribute no more than two days of personal leave per school year. Provided, that such bank or banks be available either jointly or separately for both professional personnel and school service personnel and that a bank be available to all school personnel. Such personal leave bank shall be established and operated pursuant to rules and regulations adopted by the county board: Provided, however, that such rules and regulations may limit the maximum number of days used by an employee, shall require that leave bank days be used by an active employee, and shall prohibit the use of such days with extension of insurance coverage pursuant to section twelve, article sixteen, chapter five of this code. Such rules and regulations shall require that contributions shall reduce, to the extent of such contribution, the number of personal leave days to which an employee is entitled by this section. Provided, further, that such contribution shall not reduce personal leave days without cause to which an employee is entitled. No employee may be compelled to contribute to such personal leave bank.”

Effective July 1, 1991, Grant County Schools is establishing sick leave banks for professional and service personnel.

The purpose of the Sick Leave Bank is to relieve Grant County School employees from undue financial burdens due to absence from work on a long-term basis due to a catastrophic personal illness, injury, or incapacitation that would make their presence in the position inadvisable.

**2.0 Membership**

- A.** There will be two separate sick leave banks administered by one committee, one bank for professional personnel and one for service personnel.
- B.** All full-time employees or half-day (part-time) of the Grant County Board of Education are eligible for membership on a voluntary basis.
- C.** Employees may join by signing a Sick Leave Bank Enrollment Form during the first month of employment after this policy begins with the two days being deducted for full-time employees or one day for half day (part-time) employees after six months or full employment for new employees.
- D.** Any employee who has donated the maximum of two days in a year for full time employees or one day for half-time will remain an active member of the entire school year, unless they voluntarily withdraw or terminate employment.
- E.** An employee’s membership and any claim for Sick Leave Bank days shall cease immediately upon the termination of their employment with the Grant County Board of Education.

- F. A member may withdraw his/her membership from the Sick Leave Bank at any time upon written notice to the Sick Leave Bank Committee Chairperson.
- G. If a part time employee is made full time, the employee must donate one additional day, to equal the full time donation requirements.

**3.0 Establishment of Bank**

- A. For all employees who sign a sick leave bank enrollment form for the first time, two (2) days will be taken from the employee’s allotment of sick leave days.
- B. The total days volunteered from all professional members and all service members will comprise the respective sick leave banks.
- C. After the initial year of enrollment, when a bank is depleted below twenty-five (25) days, the members of that bank will be notified that they must donate at least one day to remain a member. However, a member may contribute more than one day not to exceed two sick leave days per school year. Enrollment forms must be returned to committee members within ten (10) working days of the date of official request for days.
- D. By donating the sick days, the employee relinquished all claim to those days.
- E. For new member enrollees, a Sick Leave Bank Enrollment Form must be completed and submitted to the county office during the first month of employment of a fiscal year (i.e., July for twelve (12) month employees, September for 200 day employees). This opportunity to join the Bank will be available to all eligible employees each year. Any employee who fails to enroll during the first month of employment may not become a member until the following July for twelve (12) month employees or the following September for all others.

**4.0 Eligibility For Use of Sick Leave Bank**

- A. Sick Leave Bank days may only be used by members who have donated days since or during the most recent contribution of days into the bank.
- B. Sick Leave Bank days may be used only by an active member who has exhausted all accumulated sick leave, personal leave, and vacation days.
- C. A Sick Leave Bank Request for Days Form must be filled out and submitted to the Sick Leave Bank Committee Chairperson to apply for days from the bank.
- D. The request must be approved by a committee consisting of one member (faculty member or service personnel) from each of the following groups.
  - 1. Petersburg High School Staff
  - 2. Petersburg Elementary School Staff
  - 3. Maysville Elementary School Staff
  - 4. Union Educational Complex Staff
  - 5. Central Office Staff
  - 6. Service Personnel Association President or Designee
  - 7. Grant County Education Association President or Designee

Any employee who is affiliated with more than one school may choose one of the above listed groups by which they will be represented (example: Bus drivers at Union

Educational Complex may choose Union Educational Complex Staff #2 or Service Personnel Association President #9.)

Members of this committee shall be members of the bank and shall be chosen by the respective groups by September 15 each year to serve a one calendar-year term. The committee shall choose one of its members to serve as chairperson.

- E. A detailed letter from the employee's physician is required to document need before the committee will consider the request to use bank days.
- F. In case a member has been incapacitated, his/her application may be submitted to the committee on their behalf by an agent or member of the family.
- G. The employee must be on BOE approved medical leave prior to making a request to the sick leave bank.

### **5.0 Operation of Sick Leave Bank**

- A. Upon approval by the above committee, a maximum of twenty (20) days will be deposited in the members account, subject to review by the committee. When these days are exhausted additional days may be requested with the total days granted to a member not to exceed sixty (60) days.
- B. The Sick Leave Bank Committee must approve all requests for donations before they are forwarded to the payroll department.
- C. Unused bank days deposited in the members account will revert to the bank at the end of each fiscal year (June 30) or at such time that the employee is able to return to regular employment.
- D. The member may appeal to the committee in the event an initial request or a renewal request is denied. The appeal will be considered if sufficient new data is provided.
- E. No member who is receiving payments from the West Virginia Worker's Compensation Fund, or have settled claims related to the same injury or illness shall be permitted to receive days from the sick leave bank.
- F. Abuse  
Alleged abuse of the bank shall be investigated by the Superintendent or his/her designee. Upon finding of such abuse by the Superintendent, the employee shall be required to repay all of the personal leave days drawn from the bank and shall be subject to disciplinary action up to and including termination.
- G. A member may appeal the committee's decision to the Superintendent who has the authority to overturn the committee's decision according to all of the rules herein.
- H. The committee will make every effort to respond to a request for days to be awarded to a member within five (5) working days.

### **6.0 Limitations**

- A. The use of such days with the extension of insurance coverage pursuant to West Virginia State Code (section 12, article sixteen, chapter five) is prohibited. Therefore, the employee's insurance coverage will continue for one calendar year after the expiration of

the employee's personal leave days (sick days), and bank days may not be used to extend insurance coverage.

- B.** An employee is not required to reimburse the bank for the days used by him/her, unless abuse is found by the Superintendent or the committee.
- C.** Normal pregnancies shall not be considered as eligibility for Sick Leave Bank days.
- D.** Bank days will not be available for occasional cold, flu, elective surgery, etc.
- E.** If the committee determines by a majority vote, that revisions to this policy are necessary and in order, a recommendation shall be made to the Grant County Board of Education for its consideration and subsequent approval.

**AUTHORITY:** WV Code 18A-4-10

**ADOPTED:** 08/27/13

**REVISED:** \_\_\_\_\_