

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE BANK

6.911

Administrative

- I. A sick leave bank shall be established by the Board for use by participating administrators and administered by the Assistant Superintendent for Human Resources and a committee of three (3) administrators who shall approve or disapprove all requests for use of days from the bank. The administrators shall submit a list of names from which two (2) of the committee members shall be chosen by the Board.
- II. Full time administrators having at least one (1) year of employment with the Board who have accumulated at least eight (8) days of sick leave may participate in the sick leave bank. Participation in the sick leave bank shall be voluntary on the part of the administrator.
- III. Each participating member shall contribute two (2) days of sick leave to the bank upon enrollment, which must be within the first twenty (20) working days of the school year. The committee will recommend when additional days need to be contributed to the bank. A majority vote of the membership shall determine the additional days to be contributed.
- IV. The following conditions and requirements shall control the operation of the sick leave bank:
 - A. The sick leave bank shall be used only for the personal illness, accident, or injury of the participant and not to any other person as substantiated by physician's statement.
 - B. Each participant, upon depletion of his or her sick leave and any accrued annual or other leave, shall be eligible to draw from the bank.
 - C. The illness, accident, or injury of the individual participant must have caused absence from employment for at least (5) consecutive working days.
 - D. Each participating member may not draw in excess of forty-five (45) days from the bank in each year. If sufficient days are not in the bank, the days requested will be pro-rated to participants.
 - E. The participant shall not be required to repay the number of days used from the bank except in cases of misuse, as determined by the committee and approved by the Board. Any employee found guilty of misuse of the

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sick leave bank shall be subject to other disciplinary action as determined by the Board.

- F. The administrator who cancels his or her membership in the sick leave bank shall not be eligible to withdraw the days of sick leave he or she has contributed.
- G. Procedures for identifying and recording contributions to the bank and other associated record keeping shall be developed by the Assistant Superintendent for Human Resources and the sick leave bank committee.

Instructional

Guidelines and procedures for the Sick Leave Bank for Instructional personnel are governed by the negotiated Master Contract with Santa Rosa Professional Educators and the School Board.

Educational Support

Guidelines and procedures for the Sick Leave Bank for Educational Support Employees can be found in the Human Resources Procedure Manual.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.61, F.S.

HISTORY:

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