

POLK COUNTY SCHOOL BOARD
EMPLOYEE SICK LEAVE BANK OPERATIONAL GUIDELINES

I. ESTABLISHMENT

The Sick Leave Bank shall be established and operated pursuant to applicable Florida law and the guidelines set forth herein.

II. MEMBERSHIP

A. Any employee with at least fifteen (15) days of accrued sick leave as of the date of enrollment may enroll in the Sick Leave Bank by voluntarily contributing one (1) accrued sick leave day to the Bank. Enrollment shall be open during the months of August and September and the months of February and March each year.

1. Eligibility:

- a. Participant must be a School Board employee at least one year and qualify for other School Board benefits.
- b. Membership is valid as long as the employee is actively employed in the Polk County School System. A participant on approved leave retains an inactive membership in the Sick Leave Bank Program. If upon return from leave the participant wishes to maintain an active membership in the program it will be necessary to retroactively deduct the number of mandated contributed days taken from the active members during participant's leave period.
- c. There will be a thirty (30) day waiting period following the close of the open enrollment period for new members to be eligible for Bank days.
- d. New members who have been treated or diagnosed within the past twelve (12) months for a condition will have a waiting period of one (1) year from enrollment.
- e. Membership will entitle an employee to apply for from one (1) to twenty-five (25) days per application, with fifty (50) days maximum per illness against the Sick Leave Bank. Application for half-day increments from the Bank will not be considered.
- f. Once an employee uses the maximum number of days for a particular illness/injury he/she may not receive days from the Bank for the same type illness/injury for a period of two years.

B. Membership in the Sick Leave Bank shall be continuous from initial enrollment until an individual member withdraws membership from the Bank.

1. In the event the Bank is drawn to 25% of current membership, each member shall contribute one (1) additional sick leave day in order to continue membership.
2. Participants who choose to withdraw from the Bank shall not have their contributed sick leave days returned.
3. If a member does not have a day available to take when notification that a day needs to be taken is given, the first available sick day that the employee has will be taken.

III. BENEFITS

A. If a member is forced into an extended absence from employment because of a serious illness or accident, which is defined as hospitalization, homebound under psychiatric care, temporarily disabled, or unable to perform the majority of Activities of Daily Living; said

POLK COUNTY SCHOOL BOARD
EMPLOYEE SICK LEAVE BANK OPERATIONAL GUIDELINES

member may receive paid Sick Bank days. An extended absence is defined as fifteen (15) or more consecutive days. During an extended absence, members who work a 12-month schedule may use accrued vacation leave after accrued sick leave has been exhausted, and prior to review by the Sick Leave Bank Committee. These rules are intended as guidelines and may not constitute the entire review procedure conducted by the Committee for every individual claim.

If the application is approved, the member may receive paid sick leave bank days under the following conditions:

1. The member must exhaust all accumulated sick leave, as well as any donated days received through family member sick leave donation. Once approved, the member becomes benefit eligible as of the 16th day of absence. Any sick leave accrued during the absence period will be automatically used, as it is accrued each month.
2. The member or his/her representative must make withdrawal application to the Sick Leave Bank Committee submitting the following:
 - a. Completed Withdrawal Application
 - b. One (1) completed Physician's Statement and the member will be required to have an additional Physician's Statement completed for every twenty-five (25) days withdrawn from the Bank. Cost of the doctor's examination will be paid by the member or his/her representative. The Committee has the right to investigate the application, including contacting the physician, checking attendance records, or other inquiries to ensure the security of the Bank.
3. Upon approval of the application, members will be allowed to draw from one (1) to fifty (50) paid sick days per illness from the Bank with a review of each case every twenty-five (25) days.
 - a. Bus Drivers and Attendants will be allowed to use the equivalent of fifty (50) days at the assigned hours in effect at the time they began using the Bank.
 - b. Members receiving intermittent treatment for chemotherapy or radiation will not be required to re-establish eligibility for withdrawal of days from the Bank for the same illness as part of a continuous treatment procedure. Doctor *must* update the Physician's Statement for every twenty-five (25) days withdrawn from the Bank. Each case will be reviewed by the Sick Leave Bank Committee. The maximum 50 days per illness will apply.
4. Terminal cases will be considered by the Administering Committee on an individual basis. (Maximum of fifty (50) days.)
5. Exclusions from the Sick Leave Bank shall be elective surgery, maternity (except for

POLK COUNTY SCHOOL BOARD
EMPLOYEE SICK LEAVE BANK OPERATIONAL GUIDELINES

catastrophic complications which will be considered on an individual basis by the Sick Leave Bank Committee), Worker's Compensation, and alcohol and/or substance abuse.

6. It is the intent that Sick Leave Bank days not be used for the treatment of an ongoing condition(s) or other condition(s) or treatment(s) that would reasonably be deemed routine.
7. Applications which are denied may be appealed only once to the Committee by submission of additional information; however, the Committee's decision on the appeal is final and not subject to a grievance procedure or appeal to the School Board.

IV. ADMINISTRATION

- A. The Sick Leave Bank shall be administered by the Sick Leave Bank Committee. The official roster of members will be kept by the Chairman.
- B. The Sick Leave Bank Committee shall be the final authority on all claims.
- C. The Sick Leave Bank Committee shall be comprised of employee representatives from each group of employees employed by the Polk County School Board on a percentage basis of membership in the Bank.
- D. Membership applications, withdrawal applications, physician's statement forms may be obtained from either the Human Resource Services Division or the office of each school or worksite.
- E. Specific guidelines for the implementation of this Bank shall be developed by the Sick Leave Bank Committee.
- F. The terms and conditions of the Sick Leave Bank may be changed by a majority vote of the members of the Sick Leave Bank Committee.
- G. Sick Leave Bank members shall be given an annual report of usage.
- H. Any statutory regulations, now and in the future, will automatically become a part of these guidelines.
- I. The regular meetings of the Sick Leave Bank Committee will be held monthly to review new applications for withdrawal submitted each month.

General Authority: 1012.61 F.S.; History: New 4-23-80; Revised 7-1-83; 5-22-85; 7-1-86; 7-1-87; 7-1-88, 7-1-89; 7-1-90; 7-1-91; 7-1-95; 7-1-97; 7-1-98; 3-10-08; 5-12-08; 2016; 7-27-18