

**JEFFERSON COUNTY PUBLIC SCHOOLS
SICK LEAVE BANK
FOR DESIGNATED CLASSIFIED STAFF
PROCEDURES AND GUIDELINES**

PURPOSE: The purpose of the Jefferson County Public Schools Classified Staff Sick Leave Bank is to provide to eligible voluntarily participating employees, who have exhausted all of their accumulated sick leave, the means of obtaining additional sick leave days upon approval by the District.

ELIGIBLE EMPLOYEES: JCPS classified employees (salary schedule IA confidential/essential only) and IB (SEIU and JCSFSA only) who are full-time permanent, excluding those in initial probation, are eligible to voluntarily participate in the JCPS Sick Leave Bank.

OPERATING PROCEDURES: The general operating procedures are as follows:

1. Between September 1 and September 30, each year, eligible employees are afforded the opportunity to enroll in the JCPS Sick Leave Bank by voluntarily contributing to the bank one (1) day from their sick leave accumulation.
2. Non-participating eligible employees will be provided an opportunity to enroll each succeeding September.
3. The JCPS Sick Leave Bank may be opened for re-enrollment of participating members any November following a decline to a balance of less than 150 days.
4. Days from the JCPS Sick Leave Bank will be awarded by a committee appointed by the Superintendent from among those nominated by the eligible employee groups.
5. The school system's regular sick leave usage policies and procedures will be used as they relate to the JCPS Sick Leave Bank when practicable and feasible. Days from the Sick Leave Bank may be taken in whole days only, except when they are coordinated with Workers Compensation payments.
6. Participation is restricted to those eligible employees who have contributed to the bank and have exhausted all sick, personal, and vacation leave.

CRITERIA FOR SICK LEAVE BANK USAGE: The criteria to be used by the JCPS Sick Leave Bank will be as follows:

1. Eligible employee or immediate family* member suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to be absent for at least ten (10) working days;
2. Verification of need for the absence certified by a licensed physician;
3. The eligible employee has exhausted all accumulated sick, personal, and vacation leave;
4. The eligible employee has complied with the school district's policies governing the use of sick leave.

*"Immediate family" shall mean spouse, children including stepchildren, grandchildren, parents and spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative, and any other blood relative who resides in the employee's home. [KRS 161.155 (1)(c)]