

JEFFERSON COUNTY SICK LEAVE BANK FOR ADMINISTRATORS PROCEDURES AND GUIDELINES

PURPOSE: The purpose of the Jefferson County Public School Administrator 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.

ELIGIBLE EMPLOYEE: JCPS administrators, salary schedule II and IV, who are full-time permanent, are eligible to voluntarily participate in the Administrators Sick Leave Bank.

OPERATING PROCEDURES: The general operating procedures are as follows:

1. Between November 1 and November 30, each year, eligible employees will be afforded the opportunity to enroll in the Administrators 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 November.
3. The Administrators 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 Administrators Sick Leave Bank will be awarded by a committee appointed by the Superintendent from among those nominated by JCASA.
5. The school system's regular sick leave usage policies and procedures will be used as they relate to the Administrators Sick Leave Bank when practicable and feasible. Days from the Administrator 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 Administrators 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 and foster children, grandchildren, daughters-in-law and sons-in-laws, brothers and sisters, parents and spouse's parents, grandparents, and spouse's grandparents without reference to the location of residence of said relative, and any other blood relative who resides in the employee's home.

[KRS 161.155]