

JEFFERSON COUNTY PUBLIC SCHOOLS

JCAESP/AFSCME Local 4011 Sick Leave Bank

PROCEDURES/GUIDELINES

PURPOSE: The purpose of the Jefferson County Public Schools *JCAESP/AFSCME LOCAL 4011* Sick Leave Bank is to provide additional sick leave for employees that have exhausted their accumulated sick, personal and vacation leave. The means of obtaining additional sick leave days must be requested from the *JCAESP/AFSCME Local 4011*. The Sick Leave Bank is a voluntarily participation of employees and proper approval comes from the Sick Leave Bank Approval Committee. The Sick Leave Bank approval committee is appointed by *JCAESP/AFSCME Local 4011*.

ELIGIBLE EMPLOYEES: All employees covered by the terms and conditions of the negotiated Agreement between the Board of Education and JCAESP/AFSCME Local 4011 are eligible to voluntarily participate in the Sick Leave Bank. (Union Members and Non-Union Employees)

GENERAL OPERATING PROCEDURES:

1. Between September 1 and September 30, 2017, eligible employees will be permitted the opportunity to enroll in the *JCAESP/AFSCME Local 4011* Sick Leave Bank by voluntarily contributing to the bank; one (1) day of their sick leave accumulation.
2. Non-participating eligible employees will be provided an opportunity to enroll each succeeding September.
3. The *JCAESP/AFSCME Local 4011* Sick Leave Bank may be opened for re-enrollment of participating members in any September following a decline to a balance of less than 500 days.
4. Days from the *JCAESP/AFSCME Local 4011* Sick Leave Bank may be taken in whole days only except when they are coordinated with Workers' Compensation payments.
5. The Jefferson County Public Schools regular sick leave usage policies and procedures as well as a completed request form will be used as they relate to the *JCAESP/AFSCME Local 4011* Sick Leave Bank when practicable and feasible.
6. Participation is restricted to those eligible employees who have contributed to the Sick Leave Bank and exhausted all their sick, personal and vacation leave time.
7. The *JCAESP/AFSCME Local 4011* Sick Leave Bank Approval Committee has the authority to request a doctor's statement from a licensed Physician. The need for the employees' doctor's statement issued by a licensed Physician must be submitted along with the proper application and a copy of the JCPS Leave Center Designation Letter. The Committee may also request a second independent medical opinion.
8. The Committee retains the authority to prevent abuse of the Sick Leave Bank.
9. No member will be granted more than twenty (20) days from October 1 to September 30.

CRITERIA FOR SICK LEAVE BANK USAGE:

The criteria to be used by the JCAESP/AFSCME Local 4011 Sick Leave Bank Usage Approval Committee shall 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) consecutive working days;
2. Verification of need for the absence certified by a licensed Physician;
3. Designation Letter from the JCPS Leave Center;
4. Completed JCAESP/AFSCME Local 4011 Sick Leave Bank Application.

SICK LEAVE BANK USAGE APPROVAL COMMITTEE:

The JCAESP/AFSCME Local 4011 Sick Leave Bank Usage Approval Committee shall:

1. Be comprised of (3) three members appointed by the JCAESP/AFSCME Local 4011 President and approved by the JCAESP/AFSCME Local 4011 Board of Directors.
2. No Committee member shall rule on any usage application of their own or that of a relative.

* Immediate family: as defined by the 2017-2021 JCBE-JCAESP/AFSCME Local 4011 Agreement

If you would like other information, please contact Sonya Jones, JCAESP/AFSCME Sick Bank Chair

Email: sonya.jones@jefferson.kyschools.us

2017 JCAESP/AFSCME Sick Bank Committee:

Sonya Jones, Chair

Seth Green, Member and Medical Advisor

Ann Zakem, Member

08/2017