

**Professional Staff Sick Leave
(Administrative Sick Leave Bank)**

Under authority granted by Board Policy GCBD, the following rules shall regulate the orderly administration of the program.

1. New administrators or those who had not previously been members will be given an opportunity to enroll in the Sick Leave Bank during August of each year. Initial enrollment will require a five-day (5) contribution to the bank. The period from September 1 through July 31 will be closed to enrollment in the Sick Leave Bank.
 - a. Pre-existing illness will not be covered by the Sick Leave Bank for administrators enrolling after September 1, 1982.
2. Any days remaining in the Sick Leave Bank at the end of July will be carried over to the next administrative contract year and will be made available for use during the subsequent year. An administrator who resigns from the district or withdraws from the bank will forfeit the donated days to the Bank. An administrator who resigns during a school year to become a teacher in the district will be allowed to continue in the administrator Sick Leave Bank until the last working day in the school year in which the change becomes effective.
3. The first thirty (30) days of accumulative leave used consecutively for each illness each year by an administrator will not be covered by the Bank, but must be covered by the administrator's own accumulated leave. Each year, after the initial request, and prior to each succeeding request from an individual member, the first thirty (30) consecutive days of leave for each illness will not be covered by the Bank, but must be covered by the administrator's own accumulated leave.
4. Benefits of the Bank shall be restricted to illness of members.
5. Application for benefits of the Sick Leave Bank will be made in writing on a form developed by the Sick Leave Bank Board. The application must be accompanied by a doctor's statement specifying the nature of the illness, the dates, and the extensiveness of medical services to the administrator, and the anticipated date of the patient's release for return to administrative duties.
6. A maximum of thirty (30) days each contract year may be drawn by any one member. However, under extreme hardship cases, an extension of this time may be requested, and the Sick Leave Bank Board will examine the individual situation and make a decision on such extension. Such extension shall not exceed an additional sixty (60) days.

7. In cases of job-connected absences where loss of wages is covered by Workmen's Compensation benefits, the administrator will be paid a full salary less the amount of any Workmen's Compensation payments. Benefits for medical purposes are excluded from this provision.
8. The District's current disability plan may be used in conjunction, but not simultaneously, with the Sick Leave Bank.
9. Responsibility for administration of the Sick Leave Bank is vested in the Sick Leave Bank Board to be composed of three (3) members elected each August by the members to three (3) year terms on a rotating basis. Should a dispute arise or should the number of days requested exceed the number of days remaining in the Sick Leave Bank, final disposition will be rendered by the Sick Leave Bank Board.
10. Upon separation, administrators may contribute days accumulated over 150.

Approved: January 21, 1992
Revised: 1999