

## **Sick Leave Bank**

Mapleton Public Schools (the “District”) offers a sick leave bank to provide a source of sick leave for an employee who sustains a long illness and uses up all accumulated leave or for the new employee who likewise sustains a long illness and does not have accumulated leave to use. The sick leave bank will consider all illnesses, including medical conditions related to pregnancy.

Any employee who chooses to participate must donate one day of sick leave to this bank thereby becoming a member. If the balance in the bank drops below the threshold determined in all employee handbooks, member employees will be asked to donate one additional day if they wish to stay eligible for this benefit. The donation of days will be at the beginning of each school year.

The bank will be administered by a committee of employees as detailed in the employee handbooks. The committee will determine the validity of the member employee’s request and determine whether the request will be denied, granted, or granted in part. In making these determinations, the committee will give consideration to the following factors:

1. Member’s past conservation and fair use of leave policies;
2. The seriousness of past and current illnesses and injuries; and,
3. Any unusual circumstances involved.

Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source.

Members will make written application to the sick leave bank committee (through the HR Sick Bank Board) for use of the sick leave bank. The committee may request a letter from the member’s attending physician stating that the individual is not able to perform the normal duties of the job.

The sick leave bank committee will notify the applicant and the Superintendent’s designee of its decision in written form.

A member employee withdrawing from the sick leave bank may not withdraw contributed days.

Enrollment in the sick leave bank is limited to the first month of employment or as determined by the Sick Leave Bank Board.

*Adopted September 28, 2021 by the Board of Education for Mapleton Public Schools.*



Mapleton  
Public Schools

**GBGH**

CROSS REFERENCES:

GBGF: Federally-Mandated Family and Medical Leave

GBGG: Staff Sick Leave