

**GCCG**  
**PROFESSIONAL / SUPPORT STAFF**  
**VOLUNTARY TRANSFER OF**  
**ACCRUED SICK LEAVE**

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating and extended illnesses may exhaust accrued leave. To provide some measure of relief in such situations, a limited mechanism, based upon *voluntary transfer of accrued leave*, is established. The mechanism will be termed *Extended Illness Bank*. Subject to the terms of this policy a qualifying employee may be able to receive and use sick leave from the Extended Illness Bank.

Regularly assigned employees of the District eligible for District sick leave are eligible to join the Extended Illness Bank (EIB). The deadline for joining the EIB is within five (5) working days from the beginning of the school year (five [5] days from when your contract begins). Employees hired after the first day of the current school year shall have the opportunity to join the EIB within five (5) working days from the first day of their employment. Initial membership in the EIB shall be obtained by donating a day (or days- see scale below) of PTO or sick leave to the EIB. Sick leave days contributed to the EIB will be transferred from the contributing employee. Said donated days will not revert to the employee should the employee choose to discontinue membership or be denied continued membership because of failure to contribute additional days in the EIB.

**Extended Illness Bank Scale**

Regularly assigned employees of the District eligible for District sick leave are eligible to join the Extended Illness Bank (EIB) by voluntarily donating days from their accrued sick leave or PTO (if a first year employee) following the Extended Illness Bank Scale of Donations listed below:

- A. One (1) through five (5) years in District - one (1) day
- B. Six (6) through ten (10) years in District - two (2) days\*
- C. Eleven (11) or more years in District - three (3) days\*

\* Once the Bank reaches five hundred (500) days, staff need only donate one (1) day each year.

The maximum number of sick leave days in the EIB shall be equal to the number of days donated in addition to the two hundred (200) days the District contributes to start the Extended Illness Bank. The Extended Illness Bank will accrue to a total of five hundred (500) days. In case contributed days exceed the days used in a given year, EIB days will carry over to the succeeding school year. Should the available days fall below twenty-five (25) days, the Extended Illness Leave Committee may request additional donations of sick leave days at a rate of one (1) day per participating member. In the event a member declines to contribute, that person will lose their membership in the EIB for the remainder of the year. An employee's decision not to continue membership must be made in writing within five (5) working days of the request for the donation to the EIB. Membership in the EIB terminates upon notification of intent not to further contribute. However, that person may rejoin the following year by meeting the criteria for membership and making the necessary donation.

Any donation will be on a voluntary basis and the decision to donate or not donate will be held in strict confidence by District office administration.

Request for sick leave from the Extended Illness Bank generally applies only to a District employee's personal illness or injury which is non-job related. Catastrophic illness/injury to immediate family members may also be considered. A maximum of ten (10) days from the Extended Illness Bank may be used for maternity, paternity, or pregnancy-related leave.

Requests for up to fifteen (15) Extended Illness bank days must be submitted to the Extended Illness Bank Committee for pre-approval on the proper request form. The maximum Extended Illness bank days any individual may draw in any school year is sixty five (65).

No employee shall be eligible for the EIB after qualifying for short-term or long-term disability coverage or workers' compensation.

Sick leave cannot be donated from one employee to another employee. Non Extended Illness bank members may only use their own accrued sick leave and PTO days.

Requests for Extended Illness Bank days will be acted upon by the Extended Illness Bank Committee no more than five (5) working days after the request is received by the Committee chairman as according to policy.

In no case will an employee be paid benefits from the Extended Illness Bank in excess of their normal rate of pay.

In no case will an employee be paid benefits from the Extended Illness Bank for days they are not regularly scheduled to work.

An employee shall be eligible for days from the Extended Illness Bank only after they have exhausted all personal leave, accumulated sick leave, and vacation leave. *In considering the request, the Committee shall consider past employee usage of sick days as well as the reason for the immediate request.*

The Extended Illness Bank Review Committee is made up of four (4) staff members and one (1) District office member and an administrator appointed by the Superintendent. The District office member will be the Payroll Specialist and/or Human Resources person. The decision of the Sick Leave Bank Committee is final.

Adopted: September 9, 2021

LEGAL REF.:  
A.G.O.  
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