



**MONTGOMERY COUNTY PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT  
APPLICATION FOR USE OF DAYS  
FROM SICK LEAVE BANK**

200 Junkin Street  
Christiansburg, VA 24073  
(540) 382-5100  
fax # (540) 382-5106

**INSTRUCTIONS:** Employee complete Section I, then forward to Director of Human Resources. Please include a letter of explanation and a completed Certification of Physician or Practitioner form.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

POSITION \_\_\_\_\_

LOCATION \_\_\_\_\_

**SECTION I**

I wish to make application for leave from the sick leave bank covering the period from

\_\_\_\_\_ , 20\_\_\_\_ to \_\_\_\_\_ , 20\_\_\_\_  
Month Day Year Month Day Year

Total number of days requested: \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**SECTION II**

The above application for days from the sick leave bank is

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
 Signature of Director of Human Resources

\_\_\_\_\_  
 Date

The intent of the Sick Leave Bank is to provide some protection for employees who experience catastrophic or long-term illness.

1. Membership

- a. Membership shall be voluntary on the part of all certified and classified personnel who are eligible for sick leave in the division.
- b. Members utilizing the Sick Leave Bank will not have to replace those days except as a regular contributing member of the Sick Leave Bank.
- c. Membership shall be continuous unless withdrawn in writing prior to September 15 each year.
- d. Upon termination of employment or retirement, members will not be allowed to withdraw their days previously contributed.

2. Enrollment

- a. An eligible employee may enroll by donating a minimum of one (1) day but not more than five (5) days of his or her accumulated sick leave to the bank. Donation to the Sick Leave Bank does not eliminate eligibility for "wellness day" incentive program.
- b. Days donated to the Sick Leave Bank are irrevocably donated and lost to the control or individual use of the donor except as a participant in the Sick Leave Bank.
- c. A Sick Leave Bank Enrollment form must be submitted to the division superintendent or designee (Director of Human Resources).
- d. An eligible employee may enroll within the first thirty (30) calendar days of employment or during the annual open enrollment period. The open enrollment period is defined as the employee's first scheduled workday of each school year through September 15.
- e. An employee shall be enrolled in the Sick Leave Bank for six (6) months prior to becoming eligible to utilize the benefits of the Sick Leave Bank.

3. Use of the Sick Leave Bank

- a. The Sick Leave Bank will be governed under the same rules as sick leave.
- b. The Sick Leave Bank must have a minimum of two hundred (200) days donated to implement the program. Members of the bank shall be assessed one (1) day of sick leave if the bank falls below two hundred (200) days. Additional assessments of one day each may be made until the bank has a balance of two hundred (200) days. A member may choose to donate up to five (5) days per assessment. A member shall withdraw from the bank if he/she does not accept the assessment and shall lose all contributed days to that point. Members who have no leave to contribute will be assessed an equal number of days the following September.
- c. To request use of the Sick Leave Bank, the employee must make application to the Director of Human Resources for the benefit. It is not automatic.
- d. No member of the bank will be granted sick leave from the bank until his/her own sick leave, personal leave and wellness leave have been depleted.
- e. The first five (5) consecutive days of illness not covered by accumulated sick leave, personal leave or wellness leave, will not be covered by the Sick Leave Bank. They must be taken as leave without pay.
- f. Each school year a member who meets the requirements may draw days from the Sick Leave Bank according to the following criteria:
  - 15 days in first year of Sick Leave Bank enrollment
  - 20 days in second year of Sick Leave Bank enrollment
  - 30 days in third year and subsequent years of Sick Leave Bank enrollmentTier placement will be determined based on the employee's years of membership in the Sick Leave Bank at the time of the first day drawn from the Sick Leave Bank.
- g. Participating members must meet the requirements in statements 3(c) and (d), immediately above, at the beginning of each school year before being approved for borrowing days from the Sick Leave Bank again. The maximum number of days that can be drawn from the Sick Leave Bank by any one member is 60 days total.
- h. Extenuating circumstances will be considered by the division superintendent or Director of Human Resources, upon recommendation of the Sick Leave Bank advisory committee, for additional days drawn from the Sick Leave Bank.

The Sick Leave Bank Advisory Committee will be made up of seven (7) representatives from these employee groups: four (4) teachers (appointed by the Montgomery County Education Association President), one (1) administrator, one (1) service department employee, and one (1) clerical support employee, as well as the Director of Human Resources (a non-voting ex-officio member). Each representative (except the Director of Human Resources) must be a member of the Sick Leave Bank and shall be selected by the group they represent. There will be a poll for nominees annually. If there are an excess number of nominees from an employee group, representation of that employee group will be selected from among those nominees by that employee group. The committee will select its chair from among its membership, when convened. This committee shall meet at least once annually to make recommendations to the division superintendent regarding operation of the Sick Leave Bank. Requests for additional days drawn from the Sick Leave Bank must be in writing to the Director of Human Resources and must include proper documentation by a physician as required. Additional days may be requested from the Sick Leave Bank according to the same criteria as the original withdrawal:

  - 15 days in first year of Sick Leave Bank enrollment
  - 20 days in second year of Sick Leave Bank enrollment
  - 30 days in third and subsequent years of Sick Leave Bank enrollment
- i. Days in the Sick Leave Bank not used will be carried over to the next year.

4. Transfer of Sick Leave Days

- A participant in the Sick Leave Bank may transfer additional sick leave days, up to five (5), to another specific member in the Sick Leave Bank under the following conditions:
- a. Personnel wishing to transfer sick leave days must have an accumulation exceeding twenty-five (25) days and must complete and submit the Request For Transfer Of Sick Leave Days form to the division superintendent or Director of Human Resources.
  - b. The person receiving the transferred sick leave days must have used the maximum days allowed in the regular Sick Leave Bank program.
  - c. The maximum number of days for any combination of transfers to any one employee would be ten (10) days per year.