

EAST CENTRAL BOCES STAFF GENERAL LEAVE BANK POLICY

The purpose of the general leave bank is to provide a bank of general leave days from which members may draw in case of extended illness, disability or catastrophic injury. Membership into East Central BOCES general leave bank is completely voluntary.

A 0.8 to 1.0 FTE employee who receives benefits is eligible to participate in the general leave bank. Only staff members joining the bank will be eligible to request use of days from the bank. The minimum number of days in the bank will be 100; the maximum will be 250. Any days remaining in the general leave bank will be carried over to the next school year and will be made available for use during the subsequent school year.

An employee may enroll in the bank by contributing a mandatory two (2) leave days to the bank the first year. This is done by submitting a Sick Leave Bank Enrollment Form within twenty (20) working days of the employee's beginning contract date. For two (2) subsequent years the employee will be asked to contribute one (1) day per year until vested for a total of four (4) days contributed. A non-vested member is one who has joined the sick leave bank and has contributed a least two (2) days but less than four (4) days to the general leave bank. After the employee becomes vested he/she will not have to contribute days on a yearly basis unless the bank falls below 100 days. In that event, each vested member will be assessed one (1) day per year, at the beginning of the year until a minimum of 100 days is reached.

In the event an employee withdraws or fails to renew membership in the bank annually all vestiture rights are forfeited. The employee may apply any subsequent year and begin the vestiture process again. Days contributed to the bank will not be refunded or reimbursed to the contributing employee.

The operation and administration of the sick leave bank will be done by the Director's Council which meets on a monthly basis. Requests will be reviewed as submitted. Benefits of the bank will be restricted to catastrophic illness, disability or injury of the member or a member's immediate family which will include only the member's mother, father, brother, sisters, spouse, son, daughter, grandparents and grandchildren, or any person permanently living in the member's home. Some examples of illnesses, injuries or conditions that would not qualify for use of the general leave bank include, but are not limited to, all forms of elective surgery and common illnesses or conditions such as menopause, flu, chicken pox, normal pregnancy, sprains or strains, in ordinary cases where same does not result in unusual complications, unless these conditions caused absences which go beyond the employees amount of total accumulated and current leave days. When a catastrophic or unordinary situation does couple with these normal absences then the total absences of approved medical nature will be considered. There can be complications arising out of the conditions described above, which could qualify for use of the general leave bank, where serious complications arising out of said conditions require hospitalization or direct care of a

physician (ex. hemorrhaging, severe infection, etc.) In the case of pregnancy, such complications may arise both before and after the birth of a child.

A member must use any accumulated and current general leave days and vacation time accumulated first before applying to the general leave bank. A member may be granted up to 20 work days from the bank per occurrence. In making a determination of the validity of a members request, the committee will review information presented by the member and may consider information available from any other source, or request additional information or verification from the member and will give consideration of the following factors:

- a. Member's past conservation and fair use of leave policies;
- b. The seriousness of past and current illnesses and injuries; and
- c. Any unusual circumstances involved.

Members who are receiving workers' compensation for job-related illness or injury or receiving compensation from PERA disability fund will **not** be eligible to receive general leave bank days while they are receiving workers' compensation or PERA disability.

Application for benefits of the general leave bank must be made in writing on a GENERAL LEAVE BANK REQUEST FORM and presented to the Executive Director or his/her administrative assistant. Then applications will be presented to the committee and if needed a special meeting of Director's Council can be called to address the requests any time throughout the year. The Executive Director will inform the SAC Chair and the Board President of the decision made by the committee. The application must be accompanied by a doctor's statement specifying the nature of the illness, the dates and extensiveness of medical service to the member and the anticipated date of the patients' release for return to duties and/or other appropriate and sufficient documentation (i.e. copy of obituary or Funeral Service Bulletin with dates, prescription documentation of medications for illnesses with dates, jury duty documentation with dates, and other such documentations to provide quality evidence that you legitimately were absent the day(s) you are applying for).

Upon approval of the application by the committee, it will be presented to the human resource department and notification will be given to the member. Members withdrawing general leave days from the bank will not have to replace these days. Should the application be denied by the committee, the application will be returned to the applicant accompanied by a written explanation for the denial.

EAST CENTRAL BOCES BOARD POLICY

Adopted: June 17, 2015

Revised: April 21, 2021

CROSS REFS.: GBGF, Federally-Mandated Family and Medical Leave
GBGG, Staff General Leave