



Sick Leave Bank (SLB) Guidelines

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The Sick Leave Bank (SLB) is a pool of *local leave days* voluntarily contributed by employees. These days are available to members of the SLB who experience a **qualifying catastrophic illness or injury** that extends beyond their accumulated local, state, and vacation leave.

The SLB may only be used by the individual member for their own qualifying condition. It **cannot** be used to care for a family member or any other individual. Additionally, **COVID-19 is not considered a qualifying catastrophic illness** under these guidelines.

Eligibility and Use

- Only employees who are **members of the Sick Leave Bank** may request days from the SLB.
- SLB days may only be used for **regularly scheduled duty days**.
- The bank is **not a substitute for regular sick leave** and should only be used in cases of severe, qualifying conditions.

Membership Requirements

1. **Membership is voluntary.**
2. All **full-time district employees** are eligible to join the SLB.
3. To enroll and maintain active membership, employees must contribute **one (1) day of earned local leave** to the bank each school year.

Additional Notes

- Only **local leave** may be contributed to the Sick Leave Bank.
- All contributions are **final and non-refundable**, even if membership is later canceled.
- If a member terminates employment before earning sufficient leave, their contribution remains in the bank and is **not returned**.