

**IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL**

**POLICY GROUP 4 – PERSONNEL**

**SICK LEAVE BANK**

PG-4.28

**A. Purpose**

It is the desire of IDEA Public Schools to provide the opportunity for its employees to donate personal sick leave days to other employees who are experiencing a catastrophic illness that causes them to be unable to perform their assigned duties for an extended period of time and who have exhausted their available sick leave benefits.

The Board authorizes the CEO or designee to develop administrative procedures with respect to a personal sick leave bank for employees. Such procedures shall provide guidelines for employees eligible to participate in the sick leave bank.

**B. General Guidelines**

An employee may not donate more than 40 hours of leave to the sick leave bank during any single school year.

The CEO or designee shall ensure that the detailed sick leave bank procedures are made available to employees through the Employee Handbook.

*Donated days are not accumulated in reserve or carried forward from year to year.* A donation cannot be withdrawn after it has been received.


**C. Continuation of Policy**

**This Policy is available only for current employees and may be discontinued by the Board at any time with or without notice. It is the intent of the Board that any and all benefits under this Policy shall not carry over beyond the school year in which they are granted.**

**CERTIFICATION**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Sick Leave Bank Policy, as originally adopted by the Board on October 23, 2020, and revised on August 19, 2022, which Policy is in full force and effect and has not been revoked or amended.

DocuSigned by:



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Anthony Ryan Vaughan, Board Secretary

8/26/2022

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Date Certified