

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

SICK LEAVE BANK POLICY

Board Approved: 07 16 20

The Sick Leave Bank (Bank) provides Category 1 and 2 employees with short-term compensation during brief periods of medical leave beyond accrued sick and vacation leave. Eligible staff may not request more than their scheduled weekly hours. Withdrawals from the Bank cannot be used for illness of family members or for bereavement leave.

Staff who have completed three months of employment and have accumulated one day of sick leave are eligible to apply, unless they are on industrial insurance compensation. The maximum number of days available for withdrawal cannot exceed the Bank's balance, and all available sick and vacation time must be used before sick bank days can be applied. Up to thirty (30) workdays of sick bank hours may be granted to any eligible employee within 12-months from the date of the request. While utilizing sick bank hours, no additional vacation or sick leave will accrue.

To apply for Bank hours, a written request by the employee or an employee's representative must be sent to the Director stating the nature of the medical condition and the expected length of absence. For eligible sick bank hours to be included in a paycheck, the request must be submitted one week prior to the end of the pay period. If approved, the Director will acknowledge eligibility in writing.

The Director, with the assistance of the Business Manager, is responsible for overseeing the Bank's administration, including keeping records of accumulated and dispensed days, applications for withdrawals, directives of disbursements, and all other documents.

Eligible employees fund the Bank and may donate no more than eight hours per pay period of accumulated sick leave time. Donated days are not returnable to the donor unless the donor qualifies and applies for a Bank withdrawal.

The Bank can accumulate no more than 350 hours. If unused hours drop below 175, the Director may ask for additional voluntary donations from eligible employees. Staff may be allowed to donate more than eight hours per pay period in this situation.