

A POLICY STATEMENT
OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

HANCOCK COUNTY SICK LEAVE BANK POLICY

PROFESSIONAL PERSONNEL

The purpose of the Sick Leave Bank is to provide protection for an individual who has used up his/her sick leave days and is suffering from a catastrophic illness or serious accident. This policy is not intended to include such things as elective surgery, normal maternity leave or minor illnesses.

The Sick Leave Bank is to be set up by the Hancock County Board of Education and administered by the Central Office under the direction of the Sick Leave Bank Board of Trustees.

The Board of Trustees is a seven (7) member panel that has control over the disbursement of days from the bank. The board shall be composed of the following:

- County Superintendent
- HCEA President or his/her designee
- Two representatives from elementary K-6
- Two representatives from secondary 7-12
- One principal

Each representative will be elected for a three (3) year term. K-6 will elect their representatives, 7-12 will elect their representatives, and principals will elect their representative.

Any employee holding a professional teaching certificate is eligible to participate in the Sick Leave Bank. An open enrollment period will begin the first day of the new school year and will continue for the next thirty (30) school days.

An employee is ineligible to join after such time as he/she is aware of a major illness or is involved in an accident.

To become a member each person must contribute two (2) leave days to the bank. Once these days are contributed, the employee relinquishes all claim to said days.

Only contributing members may draw from the bank. Withdrawals can be made only after an employee has less than five (5) days sick leave remaining and majority approval has been granted by the Board of Trustees.

An individual may not draw more than thirty (30) days from the Sick Leave Bank at one time. However, he/she may reapply for additional days to the Board of Trustees.

If the Sick Leave Bank's number of days drops below 50, each member will be assessed one (1) additional day. No employee will be assessed for more than two (2) days per year after the initial two days are contributed.

A member may withdraw his/her membership from the Sick Leave Bank at any time upon written notice to the Board of Trustees.

HANCOCK COUNTY SICK LEAVE BANK

APPLICATION FOR MEMBERSHIP

NAME

SOCIAL SECURITY NUMBER

ADDRESS

ADDRESS

I wish to become a member of the Hancock County Sick Leave Bank. I voluntarily contribute two (2) days from my accumulated sick leave and relinquish all claims to said days. I further agree to automatically contribute one (1) additional day whenever the bank falls below 50 days. At no time will I be assessed for more than two (2) days during any school year after the initial two days are contributed. I understand the rules and regulations of the policy, and I understand that the bank will not begin operations until at least 200 days are contributed.

SIGNATURE

DATE

NOTARY

DATE

