



Sick Leave Bank Policy

The purpose of the Sick Leave Bank is for any employee of the Coshocton City Schools who will exhaust all of his/her accumulated sick leave for the remainder of the school year due to the catastrophic illness or injury of the employee, child(ren), spouse, or step-child(ren) who reside in the home. He/she may submit a request in writing to the superintendent that additional days are transferred into his/her leave account from the Sick Leave Bank. A doctor's statement is required to be submitted with the request.

Additional provisions:

- Can only be used by those who donate by October 1 of each year.
- Can donate in one-day increments from one to five days a year. Sick leave bank must have a minimum of 50 days and cannot exceed 300 days. If the bank goes below 50 days, the school treasurer will request further donations.
- 20 days maximum per request with a maximum of two requests per year.
- Approved by the superintendent with an appeal process to the Insurance Committee.
- In no case shall the sick leave bank prevent or prolong an employee from applying and going on disability retirement. It may not be used after the employee has been approved for disability.
- An employee who is using donated sick leave will not earn additional sick leave.

BOE
Adopted: 12/10/06
Res#104-2009

Effective Date: 2010/2011 School year