

Sick Leave Bank

In addition to the regular sick leave allotted to each BOCES employee, a "Sick Leave Bank" has been established by the BOCES for use by any employee whose accumulated sick leave is inadequate of an extended illness or disabling condition.

Each BOCES staff member employed 1/2 time or more is eligible to join the Bank, and may do so voluntarily by contributing two (2) days from his or her eligible sick leave. These days will be removed from the individual's personal sick leave eligibility and will be transferred to the Bank total. There is no obligation on the part of any employee to participate in this Sick Leave Bank.

Use of Sick Leave Bank days by a Bank member employee is limited to any extended health problem which: 1) has depleted the employee's own sick leave days, and 2) had continued thereafter to prevent the employee's return to work for an additional three (3) days. Only absences which occur after conditions 1) and 2) (above) have been satisfied will be eligible for consideration.

All requests for use of the Sick Leave Bank will be in writing, and will be accompanied by medical or other explanatory information at the discretion of the applicant. Requests will be evaluated by the Sick Leave Bank Committee within ten (10) days of receipt of the request. This committee shall be composed of three BOCES employees, including the BOCES executive director.

Approved requests shall be for no more than ten (10) days. Absences beyond this 10 day limit will not require an additional written request, but must be separately approved by formal action of the Sick Leave Bank Committee.

Should the number of available sick days in the Bank fall below 30, members of the Bank will be uniformly assessed additional sick leave days from their individual eligibility to bring the total back up to the 30 day minimum.

Adopted: November 9, 1985

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May 12, 2016

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