

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **CERTIFICATED PERSONNEL 6270**
SICK LEAVE BANK

Certificated personnel may make application for use of the sick leave bank by:

- 1. Submitting a written request accompanied by written verification of illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.**
- 2. The director of human resources shall determine the number of days which may be borrowed from the bank.**

Disputed cases for use of the sick leave bank shall be made in the following manner:

- 1. The director of human resources will convene the committee consisting of the director of human resources and two (2) members appointed by the Executive Board of the Glenbrook Education Association to administer the bank.**
- 2. The committee will determine the number of days the teacher is eligible to borrow from the bank and forward their recommendation to the superintendent for his approval.**
- 3. The superintendent will approve or disapprove the application for use of the sick leave bank and issue a memorandum to the human resources office.**
- 4. The director of human resources will issue a memorandum to the teacher advising him/her whether the request has been approved or rejected. If the request has been approved, the number of days that may be borrowed and the teacher's obligation to repay the bank will be explained.**

Adopted: December 16, 1974
Revised: September 25, 2000