

**Administrators and instructional supervisors 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.**

**Approval of application for use of the sick leave bank shall be made in the following manner:**

- 1. The director of human resources will discuss with the superintendent the request for use of the administrative sick leave bank, and determine the number of days the administrator is eligible to borrow from the bank.**
- 2. The director of human resources will inform the administrator, by memorandum, of the number of days that may be borrowed and of the administrator's obligation to repay the bank.**