

**BOARD POLICY: ADMINISTRATIVE SICK LEAVE BANK**

**6280**

Page 1 of 2 pages

Section A

All administrators and instructional supervisors have the option of becoming members of the Administrative Sick Leave Bank. The purpose of the sick leave bank is to afford District #225 administrators and instructional supervisors extended sick leave coverage when a prolonged illness is incurred.

Section B

The bank will provide sick leave coverage in addition to the 15 sick leave days granted yearly, accumulative to a maximum of 180 days for each administrator or instructional supervisor.

Section C

All eligible personnel will contribute 4 sick leave days to the bank each year until 10 month administrators and instructional supervisors have each contributed an additional 40 days. Twelve-month administrators will contribute a maximum of 60 days.

Section D

No administrator or instructional supervisor will be able to withdraw days from the bank until accumulated sick leave days have been exhausted. Instructional supervisors and 10 month administrators will be allowed to withdraw up to 2 times their accumulated sick leave days from the sick leave bank, not to exceed 150 total bank days. Twelve-month administrators will be allowed to withdraw up to 3 times their accumulated sick leave days from the sick leave bank, not to exceed 260 total bank days.

Section E

All personnel using sick leave days from the bank must repay the bank from their yearly granted sick leave at the rate of 6 days repaid for each 15 days granted yearly by the Board of Education until such time as their indebtedness is repaid.

**Section F**

1. Accumulated sick leave shall be defined as the total number of sick days an administrator or instructional supervisor has personally accrued at the beginning of the current school year. The number of accrued sick days shall include those days allotted to each administrator or instructional supervisor by the Board of Education for the current school year minus each administrator's or instructional supervisor's yearly contribution to the sick leave bank.
2. If prolonged illness spans more than one school year, the administrator or instructional supervisor may continue to draw days from the bank in the ensuing school year in accordance with the maximum number of days for which she/he was determined eligible.

**Section G**

Administrators may apply unused sick leave days that they have personally contributed to the administrative sick leave bank for purposes of accumulating 170 days of service credit in the Teacher Retirement System for retirement purposes. However, days withdrawn from the sick leave bank shall not be used in calculating the administrator's service recognition payment.

Approved: December 16, 1974

Revised: June 7, 1976

Revised: November 16, 1979

Revised: December 17, 1984

Revised: September 25, 2000