

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL

6290

SUPPORT SICK LEAVE BANK

- 1. Educational support personnel may make application for use of the sick leave bank by:**
 - 1) Submitting a written request accompanied by written verification of illness and treatment of the 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. Approval of application for use of the sick leave bank shall be made in the following manner:**
 - 1) The director of human resources will receive the written request from the employee asking to use the sick leave bank and discuss the request with the superintendent.**
 - 2) The superintendent and the director of human resources will determine the number of days the employee is eligible to borrow from the bank.**
 - 3) The director of human resources will issue a memorandum to the employee 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 employee's obligation to repay the bank will be explained.**

Adopted: September 11, 1989 and Revised: April 22, 1996