

**Williston Public School District #1**  
**Sick Leave Bank Policy**  
**Adopted April 11, 1991**  
**Amended effective March 22, 2004**

A Sick Leave Bank shall be available to employees of Williston Public School District #1 who qualify for accumulated sick leave. The purpose of this bank shall be to compensate employees in the event their regular accumulated sick leave days are exhausted due to unexpected and catastrophic illness and/or injury. Each participating employee shall invest two (2) sick leave days in the bank their first year (pro-rated for part-time employees). Whenever the balance falls below 180 days, each member shall be assessed sufficient days to restore a minimum 180 day balance.

A. Qualifications.

The offer to join the Sick Leave Bank is a one time offer. All current employees shall accept or reject the Sick Leave Bank offer at the beginning of the 1991-92 school year. Thereafter the Sick Leave Bank shall be available to employees only upon their initial employment.

B. Application.

Any Sick Bank member having used their total accumulated personal sick leave, may, after two (2) days leave without pay, apply to the Sick Leave Bank for consideration to draw on the Sick Leave Bank days. Application must be in writing and shall be given to the Sick Leave Bank for consideration. A medical doctor's certificate of illness shall accompany all applications to the Sick Leave Bank Committee.

C. Committee.

1. The purpose of the Sick Leave Bank Committee shall be to oversee the use of the Bank, review all applications, accept or reject the applications, maintain proper balance, and provide reasonable assurance that the Sick Leave Bank is not abused.
2. The Sick Leave Committee shall consist of three (3) teachers (one elementary, one junior high, and one high school), one ancillary staff, one principal and one school board designee.
3. The initial committee members' terms shall be staggered over a three year period with volunteer members serving two or three year terms.
4. Each committee member shall find a replacement for their position on the committee after completing their term.

D. Limitations.

1. Any participating member of the Sick Leave Bank, upon approval of the Sick Leave Bank Committee, may draw from the Sick Leave Bank. Members needing more than six (6) weeks leave may be granted additional days in six (6) week increments up to a total of 180 days. A medical doctor's certificate must be presented at each review. These need not be consecutive days. Upon return to work, if another disabling condition should occur, the Bank may be available for additional days.
2. Sick Leave Bank days may be used for maternity related situations only if there are complications as verified by a medical doctor.
3. Any participating member of the Sick Leave Bank may withdraw from the Bank at the end of a school year by giving written notice to the Sick Leave Bank Committee. Sick days invested in the bank will not be returned upon leaving the bank. Once a member withdraws from the Bank, they are no longer eligible to rejoin the bank.
4. Within their first year of employment, a sick leave bank member shall be allowed a maximum withdrawal of up to ten (10) days. Complete usage of their own sick leave and two (2) days of leave with out pay shall still apply. (Added 7/1/99)
5. Applications to the Sick Leave Bank should be made in a timely manner. This means in advance whenever possible and no later than two (2) weeks after an employee returns to work following an absence. (Added 7/1/99)

E. Accounting.

Record keeping and accounting procedures shall be maintained by the district business manager in the central office of the school district.