

Glendale School District 77

Code: **GCBDD**
Adopted: 1/9/02
Readopted: 12/14/11
Orig. Code(s): GCBDD

Employee Sick Bank

The district originally approved a sick leave pool in March of 1991 designed around employee contributions. Due to unforeseen issues surrounding separate collective bargaining agreements as to who contributes, in what quantities or who participates on various boards to administer requests, the district is consolidating the existing program to treat all employees with equal regard.

As custodian of the sick bank, the deputy clerk will lump together all existing days contributed as of January 1, 2002 in all existing sick leave pools into the employee sick bank. The deputy clerk will make available and assist any employee in completing a Sick Bank Leave Request form.

The purpose of the sick leave bank is to allow staff to apply for additional sick leave days due to an extended hospital stay, illness, surgery, accident, etc. when an employee's sick leave days have been exhausted. The completed form and medical certification from the attending physician shall be submitted to the district office to be approved by the Board at the next regular Board meeting.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.507](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601-2654; 29 CFR Part 825 (2000).