



# Time Share Sick Leave Bank

**Membership Eligibility & Guidelines**

Revised July 25, 2024

## Leaves and Absences – Time Share Sick Leave Bank GARH-R(10)

### Sick Leave Share Bank

#### **OVERVIEW**

Atlanta Public Schools offers a Sick Leave Bank for employees facing catastrophic illnesses or injuries. This program allows employees to donate accrued sick leave to a collective pool, which can then be accessed by eligible employees experiencing severe health conditions that deplete their own leave balances. This initiative ensures that staff members have additional support during critical times, promoting a compassionate and supportive work environment.

#### **Membership**

To be eligible for membership in the Sick Leave Bank, a full-time employee:

1. Must be eligible to earn and use personal sick leave in the District.
2. Must enroll as a new member of the Sick Leave Bank during the published enrollment period.
3. Must have been employed by the District in active work duty for one (1) year prior to the use of leave for the current medical condition.
4. Must contribute (two) 2 days of earned local sick leave to the Sick Leave Bank.
5. Contributing employees must have (five) 5 full days of accrued sick leave remaining in his or her account after contributing the two (2) days of sick leave required for membership. One (1) day is defined based on the work schedule.

Full-time employees:

- One day is 8.00 hours, 7.5 hours, 6.00 hours, or 5.5 hours based on the employee's work schedule

- Part-time employees: One day is 4 hours

- To learn more about work schedules, leave and absences, please refer to [Board Policy GARH-R \(1\): Leaves and Absences - Sick Leave](#)

6. In order to maintain the Sick Leave Bank, additional contributions of accrued sick leave may be required. If additional contributions are necessary, an employee would need to make a contribution of two (2) days earned local sick leave in order to continue their membership.

#### **Conditions for Withdrawal**

A member of the Sick Leave Bank may withdraw leave from the bank under the following conditions:

1. Must have catastrophic mental or physical illness or injury which results in the inability to engage in any substantial gainful employment as confirmed by a medical professional,

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which has lasted or can be expected to last for a continuous period within 12 weeks or more and/or result in death.

2. Must have contributed leave to the Sick Leave Bank as set out above.
3. Must have exhausted all personal, annual, and individual sick leave.
4. Must be for the employee's own personal illness.
5. Must not concurrently receive benefits from Worker's Compensation,
6. Must submit a completed application to Absence Management to request a withdrawal of leave from the bank. The application must include a statement from the member's health-care provider or a Certification of Health Care Provider form for Employee's Serious Health Condition.
7. Must receive prior approval from Absence Management for all withdrawals. All decisions are final and are not subject to appeal and/or grievance.
8. Each employee, upon joining the bank and throughout the duration of membership, agrees to release Absence Management and the Atlanta Independent School System, Atlanta Board of Education, and any of its individual employees, agents, or members from any and all liability as a result of actions or decisions taken by Human Resources relating to the Time Share Sick Leave Bank (GARH-R(10)).

### **Additional Limitations**

A member of the Sick Leave Bank may request a maximum of 30 days of leave per fiscal year, subject to the approval by Absence Management. Lifetime withdrawal from the Sick Leave Bank is limited to 60 days.

### **Donation of Sick Leave to another Employee**

Under specific circumstances, a District employee may donate up to ten (10) sick leave days to another District employee with a catastrophic illness or injury. No other donations of sick leave to another employee are allowed by the District.

- a) Both employees must be active-full-time employees and both must be contributing members of the Sick Leave Share Bank.
- b) The receiving employee must have exhausted all available leave options before being eligible for the donation from another employee.
- c) The receiving employee must be able to provide medical certification or other appropriate documentation of the need if required.
- d) The maximum amount of days a District employee can receive via donation is ten (10) sick leave Days.

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### Approval Process

Requests to withdraw days from the Leave Bank will be reviewed by Absence Management. The employee will be notified within ten (10) working days after the complete request is received. The notification will reflect:

- Approval status;
- The date the employee may begin drawing leave from the bank, and
- In the event that the employee has entered the status of leave without pay, the approved Sick Leave Bank withdrawal may be substituted retroactively to cover the period of leave without pay.

### Frequently Asked Questions

- 1. Is a Sick Leave Bank employee required to donate hours every year in order to maintain membership?** No. An initial contribution is required to become a member. Additional contributions will be communicated if the pool is considered depleted, in which an additional mandatory 2-day contribution is required from all participants to continue membership.
- 2. What if I change my mind about contributing leave to the Sick Leave Bank?** Leave contributions are irrevocable but employees may give written notice to terminate membership.

#### Policy Contact:

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