



Atlanta Public Schools Time Share Sick Leave Bank

MEMBERSHIP ELIGIBILITY & GUIDELINES

Human Resources | Compensation & Leave Department | May 1, 2017

Purpose

Atlanta Public Schools is dedicated to recruiting, developing, and retaining outstanding employees committed to fostering educational excellence. It is important to create a caring and collaborative culture where employees have opportunities to support each other during difficult times. Atlanta Public Schools has established the Time Share Sick Leave Bank for employees with catastrophic illness or injury. The program will enable eligible employees to contribute two sick leave days to a bank, which days may be called upon in times of emergency by employees with insufficient personal sick days or other leave to cover their urgently needed absence.

Membership

To be eligible for membership in the sick leave bank, an 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 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 7.5 hours.
 - Part-time employees: One day is 4 hours, 5 hours, or 5.5 hours based on the work schedule.
 - 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 the minimum contribution 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, which has lasted or can be expected to last for a continuous period of not less than 12 weeks, or result in death.
2. Must have contributed leave to the sick leave bank.
3. Must have exhausted all personal, annual, and individual sick leave.
4. Must not currently receive any benefits from workers' compensation and/or short – and/or long-term disability.
5. Must submit a completed application to the Division of Human Resources to request a withdrawal of leave from the bank. The application must include a statement from the member's health-care provider and other documentation as may be required.

6. Must receive prior approval from the Division of Human Resources for all withdrawals after the review of the member's application and documentation by the Time Share Sick Leave Bank Committee. All decisions are final and are not subject to appeal and/or grievance.
7. Each employee, upon joining the bank and throughout the duration of membership, agrees to release the Time Share Sick Leave Bank Committee 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 the Time Share Sick Leave Bank Committee.

Additional Limitations

1. Leave withdrawn from the bank may only be used for the employee's own personal illness or injury.
2. A member of the sick leave bank may request a maximum of 30 days of leave per fiscal year, subject to the approval by the Division of Human Resources. Lifetime withdrawal from the sick leave bank is 60 days.

Employment Status upon Returning to Work

An employee who is returning from an approved leave of absence will be placed in the original or equivalent position that was vacated at the beginning of the leave event ([Policy GARH](#)). The base rate of pay and number of paid duty days must be no less than the original position occupied at the beginning of the leave event. The position must also be a position the employee is qualified to work.

This provision in no way limits the right of the Superintendent or designee to reassign an employee into any position ([Policy GARD](#)) for which the employee is qualified, based on the needs of the District, after the employee returns from leave to the employee's original or equivalent position.