

## **HOOVER CITY SCHOOLS SICK LEAVE BANK PROCEDURES**

Any full-time employee can become a member by completing an authorization form that can be found on the Hoover City Schools website. The next three (3) earned sick days will be deposited in the sick leave bank.

**Returning employees can become a member only during open enrollment each year, which is August 1 through September 10.**

The Bank allows participating members who have exhausted all of their sick leave to borrow up to twelve (12) days pending approval. The days will automatically be paid back as days are accrued.

To apply for a loan from the Sick Leave Bank, a member should complete an “Application for Loan” form and submit it to the Sick Bank Committee via the Payroll Department at the Central Office. The decisions will be based on the circumstances of the illness or disability. The forms are available on the Hoover City Schools website. If an employee leaves employment with an outstanding debt to the bank, a day’s pay will be deducted for each day owed on the final paycheck.

**“No applications will be retroactively-processed for absences prior to the current time period”.**

**Q:** What is a Sick Leave Bank?

**A:** The bank allows participating employees who have used up all of their sick leave to borrow up to 12 sick days to be repaid each month as days are earned.

**Q:** How are the borrowed days paid back to the bank?

**A:** The days will automatically be paid back as days are accrued each month. If an employee leaves employment with an outstanding debt to the bank, a day’s pay will be deducted for each day owed on the final paycheck.

**Q:** How do I become a Member?

**A:** Any full-time employee can become a member by completing an authorization form and deposit (3) days of their earned sick days into the bank. If they currently have no accumulated days, they can commit their next (3) days earned and still become a member. Returning employees can become a member during open enrollment which is August 1 through September 10 of each year.

**Q:** How do I apply for a loan?

**A:** As a member, you will complete an “Application for Loan” form and return to the Sick Bank Committee via the Payroll Department at the Central Office,

**Q:** Can I wait until I get sick and use up my sick leave and then join the bank?

**A:** No.

**Q:** Can I stop membership in the Sick Leave Bank once I have joined?

**A:** Yes. You can cancel membership from August 1 through September 10 of each year by submitting a “Sick Bank Authorization” form. Keep in mind that by not participating in the sick leave bank you can’t receive a loan for sick days, can’t apply for catastrophic leave donations and can you donate days to anyone.

# **HOOVER CITY SCHOOLS CATASTROPHIC ILLNESS PROCEDURES**

**You must be a member of the Sick Leave Bank in order to donate or receive Catastrophic Sick Leave.**

A Catastrophic illness is any illness, injury, pregnancy or a medical condition related to pre-childbirth certified by a licensed physician which causes the member to be absent from work for an extended period of time.

The beneficiary employee must submit to the Human Resources Department of Hoover City Schools a statement from a licensed physician defining the catastrophic illness and the date you can physically return to work. If the illness pertains to anyone other than the employee or a member of the immediate family as set forth in the Hoover Board of Education policy, the employee must also submit in writing the circumstances to justify a catastrophic leave.

The beneficiary employee must also submit in writing to the Human Resource Department of Hoover City Schools a request for catastrophic leave and their consent to receive donated sick days along with a sick bank application requesting to borrow twelve (12) days.

A determination will be made if a catastrophic leave is applicable in accordance with State guidelines to approve/disapprove the request. The employee will be notified in writing of the decision by the Sick Leave Bank and the Payroll Department will be notified.

After an employee has exhausted all of their accrued sick, personal and vacation leave, members of the sick bank in all Alabama public education systems may donate up to thirty (30) days each to the receiving employee. The same goes for Hoover employees who wish to donate to someone outside the district. The forms are available online at the Hoover City Schools website. Unused donated days will be returned to the donating employee. Donated days do not have to be repaid.

**Q:** How do I qualify for Catastrophic Illness for sick leave days?

**A:** You must be a member of the Sick Leave Bank to accept or donate sick leave days.

**Q:** How is Catastrophic Illness defined?

**A:** Any illness or injury, certified by a licensed physician, which causes the member to be absent from work for an extended period of time.

**Q:** How may I apply for Catastrophic Leave?

**A:** You must send a signed letter requesting a catastrophic leave of absence and the dates of the leave. A physician statement must accompany your letter. This information should be submitted to the Human Resource Department.

**Q:** How may I donate sick leave days to a participating member approved for Catastrophic leave?

**A:** Complete a "Catastrophic Sick Leave Transfer" form available online at the Hoover City Schools website.

**Q:** How many sick days may I donate for a Catastrophic illness?

**A:** You may donate up to thirty (30) sick days.

**Q:** How many Catastrophic sick days may I accept?

**A:** You can only accept days for the length of time your physician states you can't return to your duties. Any catastrophic leave taken after this time will be unpaid.

**Q:** Can members of a Sick Leave Bank at another Alabama public education system donate days to employees at Hoover and vice versa?

**A:** Yes. The Sick Leave Banks are authorized by the State of Alabama to send sick days to other Sick Leave Banks within the public education system in Alabama. This is only allowed when a participating member has been approved for catastrophic illness.