

**Giles County Schools
Sick Leave Bank Request**

Please review these guidelines before completing a request.

Purpose

The purpose of the Sick Leave Bank is to provide sick leave to contributors who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave is exhausted.

Guidelines

A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and/or annual leave, including all paid Board extensions.

Leave grants from the Bank, recommended by the Board of Trustees shall be in units of no more than (20) consecutive duty days for the individual applicant. Applicants may submit requests for extensions of such leave grants before their prior grant expires. The maximum number of days any participant may receive in any fiscal year is sixty (60). The maximum number of days any participant may receive as a result of any one or the same illness or accident is ninety (90 days).

Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been a member of the Bank for thirty (30) calendar days.

Sick Bank Member

Has all of your accumulated sick, personal and or annual leave been exhausted prior to this request? (If your answer is yes, proceed with request)

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Number of Days Requested From Bank (20 days maximum) _____

Employee Signature _____ Date: _____

***Attach the physician documentation of the unplanned personal illness, injury, disability or quarantine including the specific dates under physician care.**

Request received by: _____ Date: _____

(Administrative Secretary)

GCBOE Designee: _____ Date: _____