

PINELLAS COUNTY SCHOOLS
Sick Leave Bank Guidelines and Application
Non-Instructional Personnel



Days drawn from the Sick Leave Bank shall be used to provide an opportunity for Non-Instructional Personnel to remain in an extended paid status following a personal, debilitating illness or accident which substantially delays his/her ability to resume duty. Sick Bank days shall be allocated in cases where catastrophic or life threatening injuries arise from an accident resulting in a prolonged recovery period or when catastrophic or life threatening complications arise from illness or surgical procedures which extend the recovery period beyond the accepted norm, or in cases where the recovery period is longer than six (6) weeks.

Effective November 1, 1995, guidelines to implement and jointly administer a Sick Leave Bank:

- Prior to implementation, at least 15 percent (15%) of eligible participants must join the bank.
- Membership shall be established by contributing one (1) sick day to the bank and committing to contribute an additional day whenever the level of available days falls below fifteen percent (15%) of the participating employees. Educational support staff may voluntarily contribute more than the amount described herein.
- Days contributed become the property of the bank and cannot be refunded. Employees may discontinue participation in the bank by giving notice to the Board Prior to October 1st, of any year.
- Enrollment in the bank will open on the first Monday of each month. In order to be enrolled as a new member, the employee must have the completed application in the office of Human Resources, no later than 4 p.m. on the Friday proceeding the first Monday of the new month. Employees with less than ten (10) days of accumulated sick leave will be ineligible for initial participation.
- It is the employee's responsibility to notify Human Resources of any changes in job status, which may affect withdrawals from the Sick Leave Bank.

A committee comprised of three (3) members appointed by the Association (PESPA or SEIU) and three (3) Board employees appointed by the Superintendent shall administer the Sick Leave Bank. All disputes arising from the implementation of this section shall be resolved by the committee, which shall have final authority.

Participants may request days from the bank according to the following procedures:

1. The applicant must have used all personal accumulation of sick leave, have been without pay for at least five (5) continuous days, and be certified as suffering from a personal debilitating illness or injury.
2. Maximum withdrawal for any one (1) illness, injury or complications arising thereof, shall be thirty (30) days. Days shall be granted in increments of ten (10) days, in order to correspond to the normal ten (10) day pay period, with a minimum of five (5) days. Consecutive applications must comply with the provisions listed in number one above.
3. Allocations shall be determined by the committee upon written applications accompanied by a doctor's certification of incapacity to return to work. Request for days from the sick bank may be made at any time during the leave and up to ten (10) days from the ending date of the leave.
4. Days used from the bank may not result in double compensation when combined with other benefits such as workers compensation or tort damage awards.
5. Should participation fall below the amount described above, the bank shall become inactive and all days will be distributed to participants. Should there exist a fractional amount per participant other than one-half (1/2) said fractional amount should be converted to compensatory time and made available to participants.
6. The committee shall develop such additional rules, restrictions, and procedures as necessary to efficiently administer the program and prevent abuse.
7. Employees found to have abused the Sick Leave Bank **will be required** to repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to such disciplinary action as determined by the School Board to be appropriate.

Modification to Sick Leave Bank due to COVID-19

The Sick Leave Bank is being modified on August 3, 2020, in response to the COVID-19 pandemic. The duration of the following modified procedures to the Sick Leave Bank is for the 2020-2021 school year only. The minimum number of days to enter the sick leave bank is waived during the 2020-21 school year.

The Families First Coronavirus Response Act (FFCRA) provides employees with up to 80 hours of Emergency Paid Sick Leave if the employee is unable to work or telework, under the conditions outlined in the FFCRA. The modified procedures will allow members of the Sick Leave Bank to access up to an additional 10 days of paid time after exhausting their hours from the Emergency Paid Sick Leave.

Participants may withdraw days from the bank according to the procedures listed above in #3-#7 with the following modifications due to COVID-19:

1. Enrollment in the Sick Leave Bank will be open throughout the month of August and the first Monday of each month.
2. The applicant does not have to have used all of his/her personal accumulation of sick leave, nor have been without pay for at least five (5) continuous days.
3. The applicant must be experiencing medical issues related to COVID-19.
4. Maximum withdrawal for an illness associated with COVID-19 is a ten (10) days and is a one- time request. However, employees may draw up to 10 additional days at the discretion of the committee and based on extreme COVID-19 related circumstances.
5. After these ten (10) days of used Sick Leave Bank time, employees will be required to use their accumulated sick time.
6. All other guidelines (#3-#7) mentioned above will be followed.

Pinellas County Sick Leave Bank Application
Non-Instructional Personnel

I hereby apply to join the Non-Instructional Personnel Sick Leave Bank of Pinellas County Schools. I have read and understand the provisions as stated above and consent to comply with all rules and procedures. I authorize the School Board of Pinellas County to deduct one day of accrued sick leave from my account and place it in the Sick Leave Bank pursuant to rules jointly developed by the School Board and the Pinellas Educational Support Personnel Association and SEIU/Florida Public Services Union.

Name (please print)

Signature

School or Work Site

Social Security number (last 4 digits)

Hours work, per day

(Return completed application to Human Resources, Administration Building)