



ADMINISTRATIVE DIRECTIVE

**NON-REPRESENTED SICK  
LEAVE BANK**

**5.50.064-AD**

I.

# **NON-REPRESENTED SICK LEAVE 5.50.064-AD BANK**

---

## **IV. Establishment of Non-Represented Sick Leave Bank**

- A. The district will solicit hours of Non-Represented employees in May of each year
- B. The District limits the number of sick leave hours that employees can, as a group, contribute to the Non-represented Sick Leave Bank. Non-Represented employees, collectively, may voluntarily donate up to five hundred (500) hours per fiscal year.
- C. Employees who wish to donate sick leave must complete the donation form and submit it to the Human Resources Leave Department. The Leave and Benefits Specialist will then submit the form to the Payroll Department, where adjustments will be made to the donating employee's sick leave balance.
- D. An individual employee's annual contributions to the Bank shall be neither less than four (4) hours nor more than twenty-four (24) hours.
- E. Donations to the Sick Leave Bank are nonrefundable and nontransferable. An employee cannot contribute hours to the Sick Leave Bank once they have terminated employment or retired with the District.
- F. Sick Leave donations may only be made to the Bank and not to particular individuals. Additionally, direct solicitation of co-workers by an employee requesting Sick Leave Bank hours is prohibited.
- G. Unused employee contributions in the Sick Leave Bank shall be carried over into the next year. Sick leave bank hours cannot exceed five-hundred (500) hours per year, including the carry over balance from the previous year. A year, as defined for contributions to the Bank, is July 1 through June 30.
- H. If an employee does not use all of the days granted by the Sick Leave Bank, the unused sick leave hours will be returned to the bank.

## **V. Special Provisions**

The Human Resources Department and the District reserve the right to evaluate extraordinary circumstances and exceed established guidelines with the approval of the Superintendent (or his/her designee).

Policy Implemented: 5.50.061-P Sick Leave

History: Apvd: 12/10