

## SUMMERS COUNTY BOARD OF EDUCATION

**Adopted: 9-10-87, Rev.12-12-91, 11-14-96, 11-14-07,01-23-08**      **CODE: IV-J-11**

**Revised: 11/4/09**

**Reference: WV Code 18A-4-10, Minute Book**

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### EMPLOYEE PERSONAL LEAVE BANK

In compliance with WV Code 18A-4-10, the Summers County Board of Education has established a personal leave bank that is available to all school personnel. However, an employee may not be coerced or compelled to contribute to a personal leave bank. The use of days from the personal leave bank is limited to active employees with fewer than five days accumulated personal leave who are absent from work due to accident or illness of the employee. Days from the personal leave bank may not be used to qualify for or add to service for any retirement system administered by the state, or to extend insurance coverage pursuant to section thirteen, article sixteen, chapter five of the West Virginia Code. Each personal leave day contributed will be deducted from the number of personal leave days to which the donor employee is entitled and will not be deducted from the personal leave days without cause to which the donor employee is entitled if sufficient general personal leave days are otherwise available to the donor employee. Each donated day will be credited to the receiving employee as one full personal leave day and may not be credited for more or less than a full day by calculating the value of the leave according to the hourly wage of each employee. The donated days may be used only for an absence due to the purpose for which the leave was transferred. Any transferred days remaining when the catastrophic medical emergency ends revert back to the leave bank.

The administration, subject to county board approval, will use its discretion as to the need for a substitute where limited absence may prevail. The allowable absence must not directly affect the instruction of the students, and/or the nature of the work and the duration of the cause for the absence must not require the use of a substitute.

If funds in any fiscal year, including transfers, are insufficient to pay the full cost of substitutes for meeting the provisions of this policy, the remainder shall be paid on or before the thirty-first day of August from the budget of the next fiscal year.

Each new hire may enroll within the first 30 days of starting to work as a regular employee of the Summers County Board of Education. An annual open enrollment period shall begin on September 1<sup>st</sup> and conclude on September 30<sup>th</sup> of each year. Employees who enroll in the personal leave bank shall contribute two (2) days of their personal leave to the bank. In subsequent years, as needed, an assessment of two (2) days per year will be made of each member only when the number of days in the personal leave bank drops to one hundred (100) days.

In order to draw from the personal leave bank, the person must be a member of the personal leave bank and an active regular employee of the Summers County Board of

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Education. An employee will be able to draw one (1) day for each two (2) days the employee has in his/her personal leave account at the onset of the illness, up to a maximum of one hundred (100) days. Additionally, before drawing from the sick leave bank, the employee must deplete all of his/her personal leave days. (Example: A member of the sick leave bank has ninety (90) days in his/her personal leave account at the beginning of a serious illness. He/She depleted his/her 90 days of personal leave. Upon approval of the Employee Benefits Committee, the employee could be awarded a maximum of 45 days from the sick leave bank. However, if the employee returned to work prior to needing the entire 45 days, he/she will be awarded only the number of days he/she needed up to the time he/she returned to work.)

The purpose and regulations of the Sick Leave Bank will be administered by the Employee Benefits Committee. The committee will also determine who qualifies to receive days from the Sick Leave Bank. The committee consists of the following:

1. The president or designee from the Summers County Chapter of AFT.
2. The president or designee from the Summers County Chapter of WVEA.
3. The president or designee from the Summers County Service Personnel Association.
4. A principal chosen by the principals.
5. A Director chosen by the directors.