

The College District shall establish a sick leave bank that employees may join through contribution of local leave. Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the sick leave bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

Sick Leave Bank Procedures

1. Paris Junior College employees will be eligible for the sick leave bank upon donating one sick leave day to the bank as per Board Policy DEC(LOCAL)-X.
2. An employee can only request 1/3 of the days in the balance of the bank per academic year not to exceed 45 days.
3. An employee can only donate 25% of their sick leave balance or less to the bank.
4. An employee has to exhaust all of their paid leave and any applicable compensatory time to request hours from the sick leave bank.
5. Employees must complete the attached form to request hours from the sick leave bank.
6. The appropriate Vice President and Human Resource Director are authorized to consider and approve requests.
7. An employee may appeal a decision regarding the sick leave bank to the President.