

**CHAPTER:
TITLE: PERSONAL LEAVE BANK**

PURPOSE

The purpose of the Calhoun County Schools Personal Leave Bank shall be to enable full-time employees with personal leave to donate one day of that leave per year to provide protection for a fellow full-time employee who has exhausted his/her personal leave days and is suffering from a catastrophic illness or serious accident. This bank is not intended to include such things as elective surgery, normal maternity leave, minor illnesses, or military leave.

The Calhoun County Schools Personal Leave Bank is set up by the Calhoun County Board of Education and administered by the Personal Leave Bank Board of Trustees under the direction of the Superintendent of Calhoun County Schools.

BOARD OF TRUSTEES

There shall be a Board of Trustees to oversee the Personal Leave Bank. The seven-member board will be composed of one leave bank member from each of the following locations:

Superintendent's Office, Bus Garage, Arnoldsburg School, Pleasant Hill School, Calhoun Middle School, Calhoun High School, Calhoun-Gilmer Career Center

Each represented location assumes the responsibility for selecting a member to serve on the Board of Trustees. The location shall select its member representative each school year and notify the finance office of their selection prior to the end of the first school month. The Board of Trustees will elect a chairperson who is responsible for the smooth operation of the Personal Leave Bank and may delegate responsibilities with approval of the majority of the Board of Trustees.

Actions of the Board of Trustees must be approved by no fewer than four members. Decisions by the Board of Trustees should be rendered within five working days of receipt of the application. Any member whose application is denied by the Board of Trustees may appeal to the superintendent or his designee. Any appeal must be submitted in writing within five working days of notification of denial. The superintendent's decision must be rendered within five working days. If not satisfied with the superintendent's response the member has five days to submit a written appeal to the Board of Education. The decision of the Board of Education will be made at the next regularly scheduled meeting.

The Board of Trustees shall do the following:

1. Receive requests for days of leave.
2. Validate the requests.
3. Determine who shall receive grants for personal leave from the bank.
4. Communicate all decisions to the applicant and the finance office when appropriate.
5. Determine when extra days will have to be assessed by the members. This will include setting a maximum number of days to be held in the bank.

The Finance Office shall do the following:

1. Maintain an accurate record of members and the date each joined.
2. Issue a statement to all members once a year showing the activity of the bank and the balance of days in the bank.

MEMBERSHIP ELIGIBILITY

All full-time employees who have at least five days of accumulated personal leave are eligible to be members at the date of implementation. In subsequent years, any employee who has five days of accumulated personal leave at the end of the previous school year is eligible to be a member. To become a member each person must voluntarily contribute one personal leave day to the bank. Once the day is contributed, the employee relinquishes all claims to said day. For continued eligibility, the member must be able to contribute an additional day to the bank when the Board of Trustees determines an additional assessment is necessary. This does not apply to employees who are currently drawing from the bank. No employee may contribute more than two days total per calendar year. Membership will continue until the employee is ruled ineligible, or requests to withdraw as a member in writing.

Employees may join the leave bank by indicating on the payroll information sheet they are required to complete at the beginning of the school year. Employees may only join the personal leave bank during the enrollment period which will start at the beginning of the school year and end on the last day of the first month of the approved school calendar.

WITHDRAWAL OF DAYS

Only members of the Calhoun County Board of Education Personal Leave Bank shall be eligible to withdraw days.

The following criteria must be met before approval:

1. The employee will have exhausted all accumulated personal leave (both no-cause, sick leave, and vacation).
2. The employee is the victim of a serious accident or illness requiring a lengthy hospital stay and home recuperation or an extended illness, such as but not limited to, a heart attack, cancer, or a severe injury.
3. The employee has gone or will have gone 5 days without pay.
4. The employee or his representative has completed and submitted the Request for Withdrawal of Days form.

OPERATION OF PERSONAL LEAVE BANK

1. Upon approval by the Board of Trustees, a maximum of 20 days will be deposited in the participant's account.
2. The member may re-apply to the Board of Trustees for an additional 20 days. Then an additional 20 days. No member may use more than 60 days for any one illness or accident.

3. Unused bank days deposited in the employee's account will revert to the bank at the end of the fiscal year. Any member so affected is eligible to re-apply after allocated days each year are used. The five-day waiting period will be waived for those members who re-apply.
4. Any member who requests days must be willing to release all medical information to the Board of Trustees as required. The Board of Trustees may also request a second medical opinion if it so desires.
5. Should a member be unable to personally complete an application for withdrawal of days, his/her spouse or a person having the employee's power of attorney may apply for him/her.
6. Upon returning to work, days borrowed from the bank will be repaid at the rate of 2 days per year until all days over and above those days received from the leave bank are repaid.
7. Once an employee returns to work, any remaining unused bank days revert to the bank.

LIMITATION OF THE PERSONAL LEAVE BANK

1. The use of such days for the extension of insurance coverage pursuant to West Virginia Code (Section 12, Article 16, Chapter 5) is prohibited.
2. Contributions to the Personal Leave Bank shall not reduce no-cause personal leave days to which an employee is entitled.
3. Upon the termination of employment or the voluntary withdrawal from the bank, the member shall not be permitted to withdraw any days from the bank.
4. Normal pregnancy/maternity leave shall not be considered as eligibility for Personal Leave Bank days.
5. The Personal Leave Bank days shall not be used for the care of the members of the employee's family who may be ill or victims of an accident.
6. The Personal Leave Bank days may not be used by members disabled by an injury covered by Worker's Compensation or by members who are eligible for Social Security disability benefits. Any member, who receives Personal Leave Bank benefits and later is determined disabled by the social security administration retroactive to the time covered by personal leave bank benefits, will be required to repay all personal leave bank monies received to the county board of education.
7. No employee may be compelled to contribute, or become a member of the personal leave bank.

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