



Sick Leave Bank FAQ's/Information

What is the Sick Leave Bank?

It is a 100% employee funded program that allows employees to extend a helping hand to colleagues who are of like mind and appreciate the benefit of sharing resources to assist others. It provides additional sick leave days to members in the event of an unexpected extended catastrophic illness or injury.

It is not the intent of the Sick Leave Bank to provide additional days off for elective surgery, or to be used in lieu of a health leave or prior to retirement or resignation.

How many sick days do I have to contribute?

Eligible applicants will contribute one (1) day of sick leave when they become a member. Additional days are only taken if the bank balance drops below 50% of the number of members. This is evaluated twice per year, in November and February.

Enrollment

You only need to enroll one time. DO NOT re-enroll each year.

The enrollment period for new applicants takes place each year between November 1st and November 15th

Enrollment forms will be sent via e-mail before enrollment begins. Printed copies are also available, see your administrator or designee.

Eligibility

You must have accrued nine (9) days of sick leave AFTER the December 15th payroll check has been processed

Applications will not be accepted after the deadline

Risk Management will notify you of your application status

Substitutes, and non School Board appointed employees are not eligible for membership

Dependents are not covered

Sick Leave Bank Withdrawal

You must meet the following criteria for your application to be considered:

- * All accrued leave is exhausted
- * You will be out on unpaid medical leave for a minimum of 10 consecutive work days by order of a physician

Contact the Risk Management Department to request Sick Leave Bank Withdrawal Application Forms

Employee Completes: Sick Leave Bank Withdrawal Application –submit to Risk Management
Physician Completes: Sick Leave Bank Physician’s Statement-completed forms faxed or emailed from providers office to Risk Management

New forms need to be completed for each 20 days of leave requested (maximum 60 days for a single illness or complications thereof.)

Applications are submitted and reviewed by a committee consisting of one (1) administrator, two (2) instructional, and two (2) support staff members.

Decisions of the committee are final, binding and confidential. Risk Management will notify you of the committee’s decision.

For Additional Information:

Citrus County School District website at **www.citrus.k12.fl.us**

Go to the “Departments” tab, then “Risk Management” to “Sick Leave Bank”

- * Sick Leave Bank Policy Guidelines
- * Sick Leave Bank FAQ’s and Information
- * Sick Leave Bank Application Process and Instructions

You may also contact Kim Van Etten in the Risk Management Department at 352-726-1931 extension 2283.