

**Richmond County Board of Education**

 **FREQUENTLY ASKED QUESTIONS**

This section provides answers to questions that are frequently asked about sick leave bank.

1. **What is the purpose of the Sick Leave Donation?**

Sick Leave is designated amount of compensated leave that is to be granted to members who, through personal illness, injury or quarantine are unable to perform essential duties.

1. **What is catastrophic injury or illness?**

A catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of an employee, and which causes an employee to be unable to work for a prolonged period of time. It must require the continuing services of a physician or psychiatrist.

1. **How can an eligible employee request days from the sick leave bank?**

The recipient employee must complete a ‘**Sick Leave Application Form**’ and attached a **Physician’s Statement** verifying illness and attesting to the individual’s incapacity to work. Also, recipient must be absent for 20 consecutive days to receive donated days.

1. **How can an eligible employee donate days for sick leave bank?**

The donor employee must complete a ‘**Sick Leave Donation Request Form**’ and must be in the same and/or similar pay status as the recipient employee.

1. **How long does an employee have to be employed with Richmond County Board of Education to request sick leave bank or to donate to sick leave bank?**

The employee must be employed for one full school year term in order to receive a sick leave donation or to donate to sick leave bank.

1. **How will an employee be notified if they are able to receive days for sick leave bank?**

An employee will receive a letter as to the ruling on the request for donated days.

1. **What are the maximum days that an employee can donate?**

The maximum days that an employee can donate are five days. However, if the recipient and donor are married, the donor may donate up to 10 days.

1. **What are the maximum days that an employee can receive sick leave donation?**

The maximum days that an employee can receive sick leave is 20 days donated per school year and 60 days lifetime.

1. **Can an employee request sick leave days, if employee is pregnant and on maternity leave?**

No, maternity leave is excluded from coverage by the Sick Leave Donation.

1. **Can employee request sick leave days, if employee is caring for a family member?**

Yes, sick leave donations are for employee’s catastrophic injury or illness only and not for caring of a family member.

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