

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.

2. 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.

3. 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 after they have exhausted all their sick leave & personal days first.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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

No, sick leave donations are for employee’s catastrophic injury or illness only and not for caring of a family member.