

PERSONAL LEAVE BANK POLICY

The purpose of this policy is to develop a Personal Leave Bank. The purpose of the “bank” shall be to provide additional personal leave protection for those employees who encounter severe personal medical hardship and exhaust their sick leave, personal leave, and as applicable, vacation leave. This policy is not intended to include such things as elective surgery, normal maternity leave or minor illness.

The “bank” shall be administered by a committee consisting of representatives, who are members of the Contributing Personal Leave Bank, appointed by each of the following:

- ..two (2) members of the Pleasants County Education Association;
- ..two (2) members of the School Service Personnel Association;
- ..one (1) School Principal;
- ..County Chief Finance Officer; and
- ..County Superintendent or designee.

Committee Members shall serve indefinitely or until that employee is no longer a member of the organization he/she represents.

MEMBERSHIP

All full time employees of the Pleasants County Board of Education shall be eligible for membership on a voluntary basis. Employees may join by signing a Personal Leave Bank Enrollment Form.

The enrollment period shall be from July 1 through October 15 of each year, except for an employee returning from a leave of absence, who shall be permitted to contribute to the “bank” within the first thirty (30) calendar days of returning to work, and for new employees, who shall be permitted to enroll within the first thirty (30) calendar days of employment.

New enrollees shall make a one-time contribution of two (2) personal leave days to the “bank”, unless the total number of available days in the Contributing Personal Leave Bank falls below 31. Enrollment in the “bank” is only required once and is done so on a voluntary basis. Any employee wishing to terminate their enrollment must notify the Finance Office in writing of their intent. All enrollees will have the discretionary right to contribute one (1) new day to the “bank” of each school year by notifying the Finance Office in writing of their intent during the July 1 through October 15 enrollment period of that school year. If the total number of days in the Contributing Personal Leave Bank is depleted to thirty (30), all members will be notified that they must donate one (1) additional day to remain a member. However, no member will be required to contribute more than two (2) days of their own personal leave per school year.

All days donated to the Contributing Personal Leave Bank shall remain the property of the “bank”, and no contributor shall have any further claim to donated days.

Days shall not be granted until after an employee has fewer than five accumulated personal leave days and has been absent from work due to accident or illness of the employee. Days in the “bank” shall not be granted retroactively.

Leave grants, as approved by a majority vote (four (4) of the seven (7) committee members) of the Contributing Personal Leave Bank Committee, shall be made in units of no more than thirty (30) days. Voting of the Committee may be done electronically, by voice vote, or by ballot. Upon the completion of the vote and within two (2) working days, the Chief Finance Officer will notify the applicant of the Committee’s decision. All decisions of the Committee will be final and not subject to appeal.

The first thirty (30) days shall be approved by the Contributing Personal Leave Bank Committee. If a member requests additional days after thirty (30), the total membership of the Personal Leave Bank will vote to approve the request. The requesting member must still meet the *LIMITATIONS* as defined in this policy.

The Committee will review the applicant’s medical evidence, and if the applicant meets the criteria, ballots will be distributed to the members. Ballots must be returned according to the instructions given by the Committee.

No participating employee may withdraw more than a total of sixty (60) days from the Contributing Personal Leave Bank in any fiscal year.

As long as the receiving employee is employed by or upon their future reemployment with Pleasants County Schools, in the next school year following their return to work, said employee shall begin to repay any and all borrowed days at the rate of four (4) days per year until all borrowed days are repaid. Any unused borrowed days can not be banked by the receiving member for their use at a later date, but will be returned to the “bank”.

The “bank” can be used solely by a contributing employee for his or her own serious personal illness. It can not be used to remain away from one’s job in order to care for a family member who is ill; nor may it be used by a member disabled by an injury covered by Workers’ compensation.

Normal pregnancies shall not be considered as eligibility for “bank” days, unless there are extreme medical complications, in which case the Personal Leave Bank Committee may grant an exception.

“Bank” days may not be used to extend insurance coverage, pursuant to WV Code 5-16-12.

LIMITATIONS

- a. An applicant may be required to undergo a medical review by a physician of the committee’s choice at any time at the member’s expense.

- b. Personal leave for serious emotional;/psychological problems may be granted when:
 - 1. A problem is certified by a licensed psychiatrist/licensed psychologist; and
 - 2. An applicant is enrolled in a rehabilitative program of at least two (2) or more visits per week. Documentation must be provided.

- c. Personal leave for alcohol/drug related illnesses may be granted when:
 - 1. The illness(es) are certified by a licensed physician; and
 - 2. An applicant is enrolled in a rehabilitative program accepted by the Personal Leave Bank Committee. Documentation must be provided.

WITHDRAWAL:

Individuals may withdraw membership in the Contributing Personal Leave Bank by submitting written notification to the County Finance Office.

Termination of employment with the Pleasants County Board of Education shall constitute automatic withdrawal from the “bank”, effective the last day of employment.

Upon voluntary withdrawal from the “bank” or termination of employment, any days the individual has donated to the “bank” will not be returned to the individual and the individual shall not be permitted to withdraw any days from the “bank”.

REFERENCES: WV Code 18A-4-10; 5-16-12

ADOPTED: June 12, 2014