

**RULES & REGULATIONS OF THE EMERGENCY SICK LEAVE BANK
FOR NON-UNIT PERSONNEL**

1. Non-Unit members of the North Kingstown School Department, beginning their second year of consecutive, unbroken service in the North Kingstown School Department are eligible for membership in the Emergency Sick Leave Bank.
2. Membership in the Emergency Sick Leave Bank is voluntary and only Bank members can utilize the provisions of the Emergency Sick Leave Bank.
3. All days donated shall be from the accumulated sick leave of each member at the time of the donation. No employee can donate more than 3 days to the Sick Leave Bank. All donated days shall permanently become part of the Sick Leave Bank.
4. After the initial year of enrollment, all eligible full time members of the Emergency Sick Leave Bank will automatically have three (3) days deducted for the Bank unless the employee opts out no later than October 1.
5. Any member of the Emergency Sick Leave Bank is eligible for the award of sick leave days after use of all accrued sick days and upon the submission of the necessary data and a majority vote of the Sick Leave Bank Committee.
6. Application forms for Bank use shall be available at the Personnel Office. The completed application form accompanied by a completed certificate from a licensed medical physician must be submitted to the Personnel Office.
7. The Sick Leave Bank Committee has the right to review the record of attendance of all applicants for such leave and has the right to request a second opinion at the expense of the Committee. Applicants must agree and sign a release form authorizing the Sick Bank Committee to review their personnel and attendance records. Failure to sign this release form will cause automatic denial of the request.
8. Any eligible employee who files the necessary application form shall have his/her application acted upon within 2 (two) calendar weeks of the submission of said application, excluding vacation and holidays.
9. In considering the awarding of days to any one applicant, the Sick Leave Bank Committee shall limit the award to a maximum of 30 days for full time employees and 30 days for part-time employees in any fiscal year. Full-time employees may apply four times per 365 days and part-time employees may apply three times per 365 days with the appropriate FMLA (Policy GCCAC) medical authorization.
10. A record of the proceedings of the Sick Leave Bank Committee shall be available at the Superintendent's Office.
11. Eligible employees may submit a request for additional days if the days granted in the original request are not sufficient.
12. Eligible employees may submit an appeal to the Superintendent following denial of consideration by the Sick Leave Bank Committee if the original request was denied.
13. All decisions of the Sick Leave Bank Committee shall be final and binding subject only to paragraph 12 above.
14. The Sick Leave Bank Committee shall be comprised of two (2) members of the North Kingstown Administrative Association and one (1) member of the Superintendent's staff.

First Reading: 2-18-92 Adopted: 3-2-92
Amended: 10-18-93; 5-24-10; 12-3-2013