

GBRIB(1)-R Catastrophic Illness Leave Bank

3/8/17

GBSA Referece: GBRIB(1) Professional Personnel Sick Leave Bank

RATIONALE/OBJECTIVE:

The Cobb County School District (District) provides a Catastrophic Illness Leave Bank for all employees who wish to join.

RULE:**A. GENERAL PROVISIONS:****1. Minimum Participation:**

The Catastrophic Illness Leave Bank (Leave Bank) shall be maintained on a continuing basis provided there is a minimum participation of two hundred (200) employees.

2. Required Contribution:

Employees who elect to participate shall contribute one (1) day initially and thereafter as requested from their accumulated short term leave account (Administrative Rule GARH-R [Leaves and Absences]).

3. Leave Bank Withdrawal:

Employees may withdraw sick leave days only within the guidelines established by the Catastrophic Illness Leave Bank Committee and in accordance with this Administrative Rule and applicable Human Resources regulations.

B. CATASTROPHIC ILLNESS LEAVE BANK COMMITTEE:**1. Membership:**

The Leave Bank shall be administered by a Catastrophic Illness Leave Bank Committee (CILBC) consisting of six (6) employees:

- a. Chief Human Resources Officer (or designee);
- b. Executive Director, Employment;
- c. Director, Employment Services;
- d. Benefits Manager;
- e. Certified employee; and
- f. Classified employee.

2. Officers:

The Chief Human Resources Officer will serve as chair, Executive Director of Employment will serve as vice chair, and Benefits Manager as secretary.

3. Quorum:

For the CILBC to conduct official business a quorum of CILBC members must be present.

4. Responsibilities:

The CILBC shall:

- a. Establish guidelines for administering the Leave Bank.
- b. Have the responsibility of receiving, verifying, and approving or denying requests for Leave Bank withdrawals.

5. Guidelines:

- a. The CILBC shall render a decision on all applications received at its next scheduled meeting;
- b. The decision:
 - (1) Must reflect a majority of the CILBC members who are present;
 - (2) Shall be final and binding; and
 - (3) Is not subject to appeal.
- c. The CILBC members shall use the following criteria in administering the bank and in rendering their decisions:
 - (1) Medical documentation of illness/injury;

- (2) Use of all accumulated short term leave;
- (3) Review of attendance records; and
- (4) The definition of a catastrophic illness as contained in this Rule.

C. CATASTROPHIC ILLNESS:

For the purpose of the Leave Bank, a catastrophic illness is defined as a severe medical condition caused by disease, illness, or injury to the employee or an immediate family member of the employee.

C. CATASTROPHIC LEAVE BANK:

1. Records Retention:

- a. All records of the Leave Bank shall be maintained by the Payroll Department of the Financial Services Division.
- b. The CILBC shall inform the Payroll Department of:
 - (1) Applications it approves; and
 - (2) The amount of additional leave granted the employee.

2. Membership:

a. Voluntary:

Membership in the Leave Bank is voluntary.

b. Eligibility:

Any employee may become a member of the Leave Bank if he/she:

- (1) Is entitled to accumulate short term leave in the District (Administrative Rule GARH-R [Leaves and Absences]); and
- (2) Has been employed 120 consecutive days.

c. Required Donation:

- (1) To join the Leave Bank, the employee must initially donate one day of his/her accumulated short term leave during an announced annual open enrollment period;
- (2) The donation of one short term leave day to establish membership must be documented in writing on the form provided by the District;
- (3) Members will be assessed additional short term leave days on an as needed basis;
- (4) **Non-Refundable:**

Donations of short term leave to the Leave Bank are not refundable and not transferable.

d. Continuous:

Membership in the Bank is considered continuous unless written notice of withdrawal of membership is received by the Catastrophic Illness Leave Bank Committee within the enrollment period of a subsequent year.

e. Liability Requirement:

Each employee joining the Bank shall sign the form provided by the District stating that he/she relieves the CILBC and the Cobb County School District from any liability as a result of action taken by the CILBC.

3. Withdrawal Procedures:

a. Eligibility:

A member of the Bank:

- (1) Shall be eligible to submit an application for withdrawal from the Leave Bank provided that he/she has been absent due to catastrophic illness/injury as defined in this Rule at least ten (10) consecutive work days;
- (2) May be eligible to participate in the Spousal Donation of Sick Leave Time Program as provided in Administrative Rule GARH-R (Leaves and Absences).

b. Application by Others:

In the event that a member is physically or mentally unable to submit an application for withdrawal from the Leave Bank, a family member or agent may file the request on the member's behalf.

c. Required Form:

All applications to withdraw days from the Bank shall be filed with the CILBC on Form GBRIB-1 (Catastrophic Illness Leave Bank Request Form).

- d. **Certification:**
 - (1) **Physician's Statement:** The Catastrophic Illness Leave Bank Request Form (Form GBRIB-1) shall be accompanied by a physician's statement verifying illness and attesting to the individual's incapacity to perform assigned duties (Form GBRIB-2).
 - (2) **Medical Review:**
An applicant may be requested to undergo at his/her own expense a medical review by a physician approved by the CILBC.
- 4. **Grant of Additional Leave Days:**
 - a. **Maximum Grant:**
Additional leave days granted by the CILBC shall not exceed twenty (20) work days annually (July 1-June 30).
 - b. **Use:**
Additional leave days granted by the CILBC may be used only for personal illness of the employee.
 - c. **Additional Request:**
An employee who has been granted less than twenty days by the CILBC may request additional days, if the need is warranted, before days originally granted have been exhausted.
 - d. **Unused Days:**
All leave granted but not used by the employee must be returned to the Leave Bank.
 - e. **Repayment:**
Short term leave granted to an employee by the CILBC does not have to be repaid except as all members are uniformly assessed.

Adopted: 9/28/89

Revised: 7/11/90; 6/27/91; 9/26/96; 10/24/96; 7/23/98; 2/22/01

Reclassified an Administrative Rule: 9/1/04

Revised: 1/13/10

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCCAG)

Revised: 3/8/17

Legal Reference

O.C.G.A. 20-02-0850 Sick leave for teachers and other personnel