

**GBRIB(1)-R Catastrophic Illness Leave Bank**

12/5/24

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 are eligible 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 sick leave account (Administrative Rule GARH-R [Leaves and Absences]).

**3. Supplemental Pay:**

Employees will be given supplemental pay, subject to approval, from the Leave Bank 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 the following:

- a. Executive Director, Support Services;
- b. Assistant Directors, Support Services; and
- c. Benefits /Leave Representative.

**2. Quorum:**

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

**3. 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 supplemental pay from the Leave Bank.

**4. 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 sick 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.

### **D. 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 supplemental pay 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 sick leave in the District (Administrative Rule GARH-R [Leaves and Absences]); and
  - (2) Has been employed 120 consecutive days.
- c. **Required Enrollment Donation:**
  - (1) The CILB enrollment window occurs annually during the Open Enrollment period.
  - (2) To join the Leave Bank, the employee must initially donate one day of his/her accumulated sick leave.
  - (3) **Non-Refundable:**  
Donations of sick leave to the Leave Bank are not refundable and not transferable.

#### **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 workdays and is not receiving workers' compensation, or any other District compensation for the absences;
  - (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 receive supplemental pay 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:**  
Supplemental pay granted by the CILBC shall not exceed thirty (30) workdays. The maximum life-time benefit shall not exceed thirty (30) workdays.
- b. **Use:**  
Supplemental pay 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 thirty (30) days by the CILBC may request additional days, if the need is warranted, before days originally granted have been exhausted.

Revision Timeline\*:

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; 12/7/23; 12/5/24

*\*Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not the dates of document review.*

Division: Human Resources

Legal Reference

O.C.G.A. 20-2-850

Sick leave for teachers and other personnel