

PROFESSIONAL PERSONAL LEAVE BANK POLICY

- I. Purpose: The purpose of the Professional Personal Leave Bank is to provide protection for an individual who has use his/her personal leave days and is, or has a child that is, suffering from a catastrophic illness or serious accident. This is not intended to include such things as elective surgery, normal maternity leave, or minor illnesses.
- II. Administration: The personal leave bank is to be established by the Monroe County Board of Education and administered by the Business Office under the direction of the Personal Leave Bank Trustees.
- III. Trustees: The Personal Leave Bank Trustees are a nine (9) member panel that has control over the disbursement of days from the Personal Leave Bank.
 - A. Membership: The Trustees shall be comprised of the following plan participants:
 1. Monroe County CEA President or a designee
 2. Monroe County AFT President or a designee
 3. One (1) representative from James Monroe High School
 4. One (1) representative from Mountain View Elem./Middle School
 5. One (1) representative from Peterstown Elementary School
 6. One (1) representative from Peterstown Middle School
 7. One (1) representative from Monroe County Vo-Tech
 8. One (1) Monroe County Board Member
 9. Monroe County Superintendent or a designee
 - B. Terms: Each of the school representatives will be elected for a three year term by leave bank participants in their respective schools. The President of the Monroe County Board of Education as well as the WVEA and AFT shall designate a representative.
 - C. Rules of Application: The Board of Trustees will establish the rules and regulations regarding the application and disbursement of days from the bank, subject to the approval by the Board of Education.
- IV. Eligibility: Any employee holding a professional certificate is eligible to participate in the Personal leave Bank. Employees working part time are eligible to participate by contributing half and receiving half. An employee is ineligible to join after such time that he/she is aware of a catastrophic illness or is involved in an accident for which he/she wants to draw from the Personal Leave Bank.
- V. Enrollment Date: Enrollment in the Personal leave Bank will begin in the

individual's first month of employment or the first month of the new academic school year, whichever applies.

- VI. Membership Process: To become a member, each person must contribute two (2) personal leave days to the bank (this will not reduce the three leave days per year without cause). Once these days are contributed, the employee relinquishes all claim to said days. A member may withdraw his/her membership from the Personal Leave Bank at any time upon written notice to the Board of Trustees, however, his or her contribution will remain with the bank.
- VII. Withdrawing Days from Bank: Only contributing members may draw from the bank. Application for withdrawals can only be made after the number of accumulated personal sick leave has been reduced to five (5). No member can receive days until the total number of accumulated sick leave reaches zero (0). Withdrawals must be approved by a majority of the Board of Trustees. In the event of an unexpected medical emergency or accident, days can be awarded retroactively at the discretion of the Board.
- VIII. Maximum Coverage: An individual may not draw more than thirty (30) days from the Personal Leave Bank; however, he/she may reapply for additional days to the Board of Trustees. Days borrowed from the bank will be repaid at the rate of 2 days per year until all days are repaid.
- IX. Replenishing the Bank: If the Personal Leave Bank's number of days drops below fifty (50), each member will be assessed additional days, not to exceed two (2) in any school year. No employee will be assessed for more than two (2) days in any one school year.
- X. Effective Date: This policy shall be in effect as of September 1, 2001

Adopted by Board action October 2, 2001