

R 8-12-5 Limitations

- ❖ Contribution to the Sick Leave Bank shall not reduce sick leave days without cause nor have any effect on incentive pay to which an employee is entitled.
- ❖ An employee is not required to reimburse the Bank for days they have used.
- ❖ Normal pregnancies shall not constitute any eligibility for Sick Leave Bank days.
- ❖ No employee may be compelled or coerced to enroll in the Sick Leave Bank.
- ❖ If the Board of Trustees determines by a majority vote that revisions to these procedures are necessary; the revised procedures to be submitted to the Superintendent of schools. If the Superintendent agrees with the change, s/he will submit the recommend changes to the Board of Education for its consideration. Stakeholders shall be given the normal access to comment on policy and procedural changes as defined in Board policy regarding such changes. Comments shall be shared with the Board of Trustees for review and a final recommendation from that body prior the Board's adoption of any recommended changes.
- ❖ Sick Leave Bank Days may not be used to:
 - Qualify for or add to service for any retirement system administered by the state; or
 - Extend insurance coverage pursuant to §5-16-13 of the code.
- ❖ Each personal leave day contributed:
 - Is deducted from the number of personal leave days to which the donor employee is entitled;
 - Is not deducted from the personal leave days without cause to which a donor employee is entitled if sufficient general personal leave days are otherwise available to the donor employee;
 - Is credited to the receiving employee as one full personal leave day;
 - May not be credited for more or less than a full day by calculating the value of the leave according to the hourly wage of each employee; and
 - May be used only for an absence due to the purpose for which the leave was transferred. Any transferred days remaining when the catastrophic medical emergency ends revert back to the leave bank.

(WVC §18A-4-10)