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INTRODUCTION FOR GUIDELINES FOR POLICY 610.01: LEAVES WITH PAY

The establishment and guidelines governing the Lawson State Community College Sick Leave Bank are issued pursuant to the action of the State Board of Education on June 22, 1989, authorizing each College, at the discretion of its President and affirmative vote of at least ten (10) percent of its full-time employees, to establish a Sick Leave Bank effective on a date chosen by the President, which date shall be no earlier than May 25, 1989. Any such Sick Leave Bank shall be established and operated only within the guidelines set forth on the following pages. The purpose of the Sick Leave Bank shall be to provide a loan of leave days for its participating members after all accumulated leave days have been exhausted and a certified physician provides written documentation that the said employee remains unable to return to work. The bank shall be operated, managed, and governed by a Sick Leave Bank Committee subject to these guidelines. Each potential Sick Leave Bank member, upon enrollment, must agree to adhere to the guidelines as set forth in this document.

Although the establishment of the Sick Leave Bank was authorized in 1989, additional State Guidelines have followed and are included as a part of this publication for informational purposes. The following pages are also a handy reference for questions that may arise relative to any types of leave. The President of Lawson State Community has empowered this Committee with the decision-making as it pertains to all requests made to the Sick Leave Bank. Employees who disagree with any decision made by the Committee have the right to submit a written appeal to the respective Vice Presidents. Any employee who disagrees with the appeal decision of the Vice Presidents may further appeal to the President of the College.

The Lawson State Community College Sick Leave Bank was established to benefit its employees and assist them through difficult personal situations. All loan applications must be completed and submitted for the Committee’s consideration prior to the payroll date for which leave is required. Bank members will be allowed to borrow up to (15) days from the bank once all other earned leave has been exhausted. This Committee is also empowered to investigate any incident of suspected abuse of sick leave requests. Any findings of misconduct will be reported to the respective Vice Presidents.

All donations and loan applications must be submitted to the Human Resources Offices. The Director of Human Resources or designee will be responsible for contacting all Committee members to schedule a meeting prior to the completion of the payroll process. All Committee decisions will be forwarded to the payroll office and to the President. The Payroll Accountant will maintain a schedule of leave donations and provide updates to the Committee as needed.
The Committee will be required to provide updates to the President. If any bank member has borrowed the maximum number of days from the Bank, but remain unable to return to work, the member may request sick leave donations from other bank members under the catastrophic illness provisions of the Sick Leave Policy. Documentation from a licensed physician or professional certifying the nature of the condition will be required. The Sick Leave Bank Committee must apply the definition of catastrophic illnesses as described in Code of Alabama 16-1-18.1. A total of thirty (30) days may be donated to an individual bank member by any other member. All unused leave will be returned to the account of the donor.

The following publication has been designed to answer frequently asked questions. In addition to the FAQ’s, a copy of the State Board Policy governing Lawson State and all system-wide Community Colleges has been provided along with special guidelines from the Chancellor. All applicable Lawson State forms are also included. Any other questions may be directed to the Human Resources Offices.
Sick Leave Bank Guidelines

What is a Sick Leave Bank?

The Lawson State Community College Sick Leave Bank was established to provide a loan of sick leave days for participating members after all accumulated sick and personal leave days have been exhausted. Non-instructional personnel must have exhausted all leave, i.e. sick, annual personal and emergency, prior to applying for a loan from the Sick Leave Bank.

Who Oversees the Sick Leave Bank?

The Sick Leave Bank Committee oversees the operation of the bank. This Committee consists of six members. One member is the College President’s designee, the Director of Human Resources, and the other four members are elected by ballot from the sick leave bank membership for a term of one year. The initial Committee was appointed by the President to serve a term of no less than three years.

Mrs. Vergie Spears, Chair

Mrs. Sharon Crews, Ex Officio

Dr. Perry W. Ward, President
How Do I Join the Sick Leave Bank?

Any full-time employee may join the Sick Leave Bank by depositing five (5) days into the bank. The Sick Leave Bank Enrollment form must be completed and submitted to Human Resources Office for processing.

Is there an enrollment period, or can I join any time I want to?

Yes, there is open enrollment period. September 1, through September 30 or January 1 through January 31. Only new employees are eligible for membership until the next available open enrollment period. However, the Committee shall have and exercise the authority to re-open the bank to non-participating members outside the open enrollment period upon the deposit of the prerequisite number of sick leave days.

What happens if I decide that I don’t want to be a member any longer?

You are automatically resigned from the Sick Leave Bank upon, termination of employment, transfer to another system or retirement. Any other requests for termination of membership must be made in writing on the proper form, submitted to the Committee and copied to the President/designee. Any member electing to voluntarily terminate membership for reasons not aforementioned will not be eligible to re-join for at least a twelve-month period.

Will I have to renew my membership each year?

No, you will remain a member of the Sick Leave Bank until you submit a withdrawal form, retire or terminate your employment.

Can I borrow or donate days if I’m not a member.

No, you must be a member.
How Do I Borrow Days from the Sick Leave Bank?

Members of the Bank may acquire a “Request for Loan” form from the Lawson State “L” Drive, or from the Human Resources Offices, or Payroll Office. All requests for loans must be submitted to the Human Resources Offices. The available number of days (15 or less) provided by bank membership will be utilized first with the repayment guidelines applicable. Any member requiring more than the number of days made available from the Bank must petition the Committee for extra days or have them donated. Any donated days do not have to be repaid, but the original loan is repayable.

How many days can I borrow from the Sick Leave Bank?

Members may borrow up to three times the number of days the member has on deposit in the Bank up to a maximum of fifteen (15) days with the approval of the Committee. However, this limit may be extended upon the affirmative vote of over 50% approval of the participating membership where extenuating circumstances exist. It is imperative to understand that any days approved by the membership over the (15) days limit must be paid back to the Bank.

How do I repay the days that I borrow?

Borrowed days will be repaid each month as members earn sick leave. Upon resignation or termination of employment, the value of the outstanding loan will be deducted from the member’s final paycheck at the prevailing rate of pay if resignation or termination occurs prior to the repayment of the loan.

Under what Circumstances, if any, could I lose the days deposited in the Sick Leave Bank?

You will not lose any days deposited to the Bank. Upon retirement, transfer, or termination of employment, your deposited days will be withdrawn and transferred with you or made accessible for retirement credit.
What is Catastrophic Sick Leave?

A catastrophic sickness is any illness, injury, pregnancy, or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time. All requests for such leave must be accompanied by the proper substantiation from a licensed physician.

How does Catastrophic Sick Leave work?

Any member of the Bank who has exhausted all leave, sick leave, personal leave, annual and emergency leave, if applicable, but is still under a physician’s order not to return to work may request the donation of catastrophic sick leave days from participating members. It is important to note that these are days in addition to the initial request of the (15) days that are extracted from the pool. Any days granted by donation do not have to be repaid, only the first (15) from the Bank.

If a member of my family is ill, and I need to take off to care for them, can I still use Catastrophic Sick Leave?

You may qualify for catastrophic sick leave as long as you have a physician’s statement and can acquire donated sick leave from other Bank members. The initial leave request for the first fifteen days may only be used for the employee.
If someone else needs sick leave days, can I donate days?

You may donate sick leave days to someone as long as both you and the recipient are members of the Bank. The person you wish to donate days to must first meet the guidelines for catastrophic sick leave specifically the statement from a licensed physician. Sick Leave Bank membership is mandatory in order to request or donate catastrophic sick leave days.

How many days can I donate for catastrophic sick leave?

No employee can donate more than thirty (30) sick leave days to the Bank for the catastrophic sick leave of any one employee, not including the initial deposit of (5) days. Although the number of donated days that the Committee accepts for any employee may exceed (30), the former still applies.

Can I donate catastrophic sick leave days to more than one person?

You may donate days to more than one person, but you cannot donate more than thirty (30) days to any one employee.

Can I request more than 30 catastrophic sick leave days?

You may request as many catastrophic sick leave days as you need. However, the days requested must be directly related to information submitted by the licensed physician i.e., prognosis and expected return to work date. The Committee will review and make the determination as to the number of days requested, the number of days granted by the Bank and the number of donated days as to how many will be approved. The Committee is also empowered impose a ceiling of ninety (90) days to be donated for a single employee for any catastrophic illness. Anyone requiring more than ninety (90) days must petition additional days through the appeal processes.
Forms
Sick Leave Bank Enrollment Form

Name

SS# or Employee #

Department

Supervisor

I hereby authorize Lawson State Community College to transfer a total of five (5) sick leave days from my personal sick leave balance to the College’s Sick Leave Bank. I understand that these days are to be returned to my personal account upon written request for withdrawal from the Sick Leave Bank or for other purposes as described in the Bank Guidelines.

(Employee’s Signature)  (Date)

cc: Payroll Accountant
    Committee Members
Sick Leave Bank Loan Application

Note: Days from the Sick Leave Bank shall not be awarded until all accumulated leave days have been exhausted. All loans are subject to the approval of the Sick Leave Bank Committee. Please refer to Bank Guidelines for additional information.

_________________________  __________________________
Name                      SS# or Employee#

_________________________  __________________________
Department                 Supervisor

Number of days requested from the Sick Leave Bank

_________________________
Effective Date of Request:

Beginning Date:  ___________________________  Ending Date:  ___________________________

Reason for Leave:

_________________________

_________________________  __________________________
(Employee’s Signature)      (Date)

For Use by Sick Leave Bank Committee:

Days awarded:  ___________________________  By:  ___________________________  Date:  ___________________________

Must be signed by Committee Chair

cc: Payroll Accountant
    Committee Members
Sick Leave Bank Loan Repayment

Note: All days borrowed from the Sick Leave Bank are subject to repayment as the employee accumulates them. If these days are not repaid in full at the time said employee plans to leave the employ of Lawson State Community College, a monetary value shall be assessed to be determined by the number of days owed, calculated at that employee’s daily pay rate at the prevailing salary.

_________________________________________  ____________________________
Name                                           SS# or Employee #

_________________________________________
Department

_____________________________________
Supervisor

<table>
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<tr>
<th>For Authorized Personnel Use Only:</th>
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<tbody>
<tr>
<td>Days Awarded: _____________________  Date: ______________</td>
</tr>
<tr>
<td>Days Repaid: _____________________  Date: ______________</td>
</tr>
<tr>
<td>Days Unpaid: _____________________  Cash Amount Owed: $ ___</td>
</tr>
</tbody>
</table>

_____________________________________
Payroll Accountant

_____________________________________
Administrative Services, Vice President

cc: Sick Bank Chair
    Committee Members
    President
Sick Leave Bank Withdrawal Form

Name

SS# or Employee #

Department

Supervisor

I hereby terminate my participation in the Lawson State Community College Sick Leave Bank, and request the (5) sick leave days be returned to my personal sick leave account.

(Employee’s Signature) (Date)

<table>
<thead>
<tr>
<th>Days returned: _____</th>
<th>By:</th>
<th>Date:_____</th>
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To be completed by Payroll Accountant or Designee

cc: Payroll Accountant
    Committee Chair
Alabama State Board of Education
Leave With Pay Policy 610.01
1. A leave year for earning, accrual, and use of leave by employees is September 1 through August 31.

2. Annual Leave

Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except a "day" of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

2.1. The official table for determining annual leave accrual is as follows:

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Annual Leave Earned</th>
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</thead>
<tbody>
<tr>
<td>0-4</td>
<td>1.00 day per month</td>
</tr>
<tr>
<td>5-9</td>
<td>1.25 days per month</td>
</tr>
<tr>
<td>10-14</td>
<td>1.50 days per month</td>
</tr>
<tr>
<td>15-19</td>
<td>1.75 days per month</td>
</tr>
<tr>
<td>20-above</td>
<td>2.00 days per month</td>
</tr>
</tbody>
</table>

2.2. A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited.

3. Court Attendance

Full-time employees of System institutions who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court.

4. Emergency Leave

A maximum of three days of emergency leave with pay may be granted to any full-time employee compensated from Salary Schedules A, B, C, and E during any leave year if, in the judgment of the President, it is essential that the employee be absent. Emergency leave with pay is noncumulative.
4.1. Support personnel on Salary Schedule H may be granted a maximum of three days of emergency leave as above with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35.

4.2. Emergency leave will not be paid on termination or resignation of employment.

5. Military Leave

5.1. All full-time employees are eligible for paid military leave of up to 168 hours per calendar year in the event of being called to active duty. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

5.2. All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state.

6. Personal Leave

6.1. Personnel Employed on Salary Schedules A, B, C, E, and H

Up to two (2) days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

6.2. Personnel Employed on Salary Schedule D

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

6.3. Unused Personal Leave

Personal leave not taken will be converted at the end of the leave year to sick leave. Election by the employee otherwise requires timely written notice by the employee to the institution.
7. Professional Leave

Professional leave with pay may be granted to any full-time employee when federal or other noninstitutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two years or repay the monies received while on leave. The tenure status of persons on professional leave will be not affected. Professional leave will be granted only on written request from the President and approval by the Chancellor.

8. Sick Leave

8.1. Each full-time employee employed on Salary Schedules A, B, C, E, and H shall earn one day of sick leave per month of employment. The maximum accumulated sick leave is authorized pursuant to Section 16-1-18.1, Code of Alabama of 1975, as amended.

8.2. Each full-time employee employed on Salary Schedule D shall earn one day of sick leave per month of employment to a maximum of nine days during the academic year (fall and spring semesters) and up to a maximum of three days during the summer term.

8.3. Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year until a maximum allowable days of sick leave is accumulated.

9. Sick Leave Bank

9.1. Upon the request of ten percent (10%) of the full-time employees of an institution, the President shall establish a sick leave bank plan for full-time instructional/professional/administrative employees and for full-time support employees, either jointly or separately. The decision of whether the sick leave bank will be joint or separate shall be made by the employees, using a secret ballot process.

9.2. The Board representative on each institution's Sick Leave Bank Committee shall be the President of the institution or designee.

9.3. For purposes of a sick leave bank, the term "catastrophic illness" is defined as: any illness, injury, or pregnancy or medical condition related to child birth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

9.4 The Chancellor shall establish guidelines for operation of a sick leave bank at System institutions.

10. Transfer of Sick Leave

Sick leave earned while employed by a local Alabama public school system, higher education public institutions in Alabama, or the Alabama Department of Postsecondary Education may be transferred into a two-year college upon employment. The transfer of sick leave is limited to the number of days authorized by statute for two-year postsecondary education institutions.
11. Sick Leave Definitions

Sick leave is defined as the absence from regular duty by an employee for one of the following reasons:

11.1 Personal illness or doctor's quarantine;

11.2 Routine physical examinations, dental appointments, eye examinations, etc;

11.3 Personal injury which incapacitates the employee;

11.4 Attendance on an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or on an individual with a close personal tie to the employee;

11.5 Death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grand-daughter, grandson, grandfather, grandmother, aunt, uncle);

11.6 Illness, injury, or death of an individual not legally related to but having a unique relationship with the employee. (Where unusually strong personal ties exist due to an employee's having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes.);

11.7 Persons on maternity leave will be paid for earned sick leave on request.

12. Absences Due to Illness

After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the president or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution. This is to be done at the expense of the employee.
Alabama State Board of Education
Guidelines
Leaves With Pay for Policy 610.01
GUIDELINES FOR POLICY
610.01: LEAVES WITH PAY

I. Leave Year

A leave year for earning, accrual, and use of leave by System employees is September 1 through August 31.

II. Annual Leave

A. Current State Board of Education policy does not provide for annual leave for instructors, counselors, or librarians (schedule D personnel).

B. On employment, personnel must work one-half of the work days in the initial month of employment to accrue a day of annual leave.

C. Request for annual leave is to be made via Request for Leave form. This form, once approved, will be retained in the office of the immediate supervisor.

D. The immediate supervisors may be delegated the authority to approve annual leave for non-instructional personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

E. Personnel who leave employment of a System institution will be paid for the actual number of annual leave days earned and not used up to a maximum of sixty (60) days. Payment of annual leave will be based on the employee's salary in effect at the time of severance.

F. If an employee who is eligible to accrue annual leave assumes an assignment on a salary schedule where annual leave may not be earned or accrued, payment for the unused portion of the accrued annual leave will be made at the conclusion of the eligible assignment and will be based on the eligible salary schedule.

G. Years of Experience for Annual Leave Accrual Rate

1. A “year of experience” shall be a completed year of full-time work experience at one or more System institutions, the Department of Postsecondary Education, any public school, college or university in Alabama, or at any combination of the foregoing. A “year” shall be at least nine (9) months' employment out of a twelve- (12) month period. A twelve- (12) month period shall be that period from September 1 to August 31. With regard to administrative, supervisory, or professional work experience, “full-time” shall mean employment having a normal
workweek of forty (40) or more hours. With regard to instructional experience (including experience as a teacher, librarian, or counselor), “full-time” shall mean employment having a normal workweek of thirty-five (35) or more hours or such number of workhours as the respective school district or institution designates as full-time. With regard to work experience as a support employee, “full-time” for the purpose of computing “years of experience” shall mean employment having a normal workweek of twenty (20) or more hours. In order to receive consideration as a “year of experience” for annual leave accrual rate purposes, a “year” must be completed on or before August 31 prior to the academic year during which the leave accrual rate shall be applicable.

2. The number of “years of experience” shall be established and certified by each respective President based on verified documentation provided by the respective eligible employee. Such certification by the President shall be carried out no later than thirty (30) days after the first date of employment of the respective employee in a position for which annual leave is a benefit. If an employee does not provide by the deadline stated above verified documentation of all prior work experience subject to consideration with regard to such “years of experience,” then any such work experience not sufficiently documented shall not be considered for annual leave accrual purposes until the ensuing academic year.

3. In the event of a disagreement between a President and a given employee regarding the calculation of any employee’s “years of experience” for annual leave accrual purposes, the Chancellor shall be provided with all necessary and appropriate documentation and other relevant information and shall make a determination as to the years of experience for annual leave accrual rate purposes. The Chancellor’s determination shall be final and shall be binding upon the institution and the respective employee.

III. COURT ATTENDANCE

A. Full-time employees of System institutions who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. Locally, this policy is also extended to salary schedule H employees.

B. On receipt of a summons for court attendance, the employee will submit a Request for Leave form with a copy of the summons attached. This form, once approved, will be retained in the office of the immediate supervisor. Personnel summoned for court attendance and subsequently released are expected to return to work.

C. The immediate supervisors may be delegated the authority to approve leave for court for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.
IV. EMERGENCY LEAVE

A. In situations where annual and sick leave have been exhausted, the president or an immediate supervisor may approve emergency leave to an employee up to a maximum of three days per leave year.

B. In general, an emergency is an unforeseen circumstance which requires immediate action by an employee.

C. Request for emergency leave is to be made via Request for Leave form. This request, once approved, will be retained in the office of the immediate supervisor.

D. The immediate supervisors may be delegated the authority to approve emergency leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

E. Emergency leave will not be paid on termination or resignation of employment.

F. When a new employee on Salary Schedule A, B, C, E, or H is hired after the beginning of the standard contract period (usually September 1), the computation for the amount of emergency leave awarded will be based upon the employee’s number of work days in the year divided by 260 days, rounded to the nearest hour.

V. MILITARY LEAVE

A. Once the employee has exhausted all available paid leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums.

B. Locally, military leave is also extended to salary schedule H personnel.

C. On receipt of orders, the employee will submit a Request for Leave form, with a copy of the orders attached. This form, once approved, will be retained in the office of the immediate supervisor.

D. The immediate supervisors may be delegated the authority to approve military leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.
VI. PERSONAL LEAVE

A. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay should be requested prior to its occurrence. The President or designee will approve this personal leave unless its occurrence will hamper the normal routine operation of the institution.

B. Personal leave is requested via a Request for Leave form. This request, once approved, will be retained in the office of the immediate supervisor.

C. The immediate supervisors may be delegated the authority to approve personal leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their areas of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

D. Personal leave will not be paid on resignation or termination.

E. When a new employee on Salary Schedule A, B, C, E, or H is hired after the beginning of the standard contract period (usually September 1), the computation for the amount of personal leave awarded will be based upon the employee's number of work days in the year divided by 260 days, rounded to the nearest hour.

When a new employee on Salary Schedule D is hired after the first duty day of the fall term, the computation for the amount of personal leave awarded will be based upon the employee's number of work days in the academic year divided by 175 days (or 229 days for Salary Schedule D employees on 12-month contracts or those on 9-month contracts and offered a full-time summer term contract), rounded to the nearest hour.

F. An employee not desiring unused personal leave to be converted to sick leave at the end of the leave year must notify the institution in writing at least thirty (30) days prior to the end of the leave year.

VII. PROFESSIONAL LEAVE

Professional leave with pay may be granted to any full-time employee when federal or other noninstitutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two (2) years or repay the monies received while on leave. The tenure status of persons on professional leave will be not affected. Professional leave will be granted only on written request from the President and approval by the Chancellor.

VIII. SICK LEAVE

A. An employee may accumulate an unlimited number of sick leave days. Earned sick leave days which have been accrued by an employee are transferable between the following:
Alabama College System institutions; public city and county school systems; the Alabama Institute for the Deaf and Blind; the Alabama Youth Services Department in its capacity as the Board of Education for the Youth Services Department District; the Alabama School of Fine Arts; the Alabama High School of Mathematics and Science; the Alabama State Senate; the Office of the Lieutenant Governor; the Office of the Senate President Pro Tempore; the Office of the Speaker of the House of Representatives; the Alabama House of Representatives; the Legislative Reference Service; any organization participating in the Teachers' Retirement System (excluding state governmental departments not expressly listed); and public four-year institutions of higher education. The President or designee must certify the number of unused sick leave days to any of the above employers when an employee transfers employment. All of the earned and unused sick leave days which an employee has accumulated must be transferred to any new employer listed above for use by the employee in accordance with applicable law. For purposes of applying accrued sick leave as credit for retirement purposes, an employee is limited to a maximum of one sick leave day per month of employment.

B. The accrual of sick leave for schedule D personnel for summer employment is as follows:

<table>
<thead>
<tr>
<th>Employment Type</th>
<th>Sick Leave Days</th>
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</thead>
<tbody>
<tr>
<td>Full-time summer employment</td>
<td>3 days</td>
</tr>
<tr>
<td>Half-time but less than full-time summer employment</td>
<td>2 days</td>
</tr>
<tr>
<td>Less than half-time summer employment</td>
<td>1 day</td>
</tr>
</tbody>
</table>

C. Sick leave may be utilized during a contractual period of employment. However, sick leave may not be utilized to extend the employment period beyond the contractual arrangement.

D. On employment, personnel must work one-half of the working days in the initial month of employment to accrue a day of sick leave. Accumulation of one (1) day per month will continue while an employee is on paid sick leave. If an employee receives sick leave pay for one-half (1/2) of the working days in the month, a day will be accumulated for that month, and accumulation will cease the following month.

E. Paid sick leave for prolonged illness or pregnancy will be granted on request via Request for Leave Form. The employee's immediate supervisor may request medical certification in cases involving prolonged periods of paid leave.

F. Reinstatement to the same position will be made on the employee's return to work from paid sick leave.

G. Accumulated sick leave will be not be paid on resignation or termination of employment.
H. An eligible employee is entitled to sick leave for attendance on an ill member of the immediate family. This includes: husband; wife; father; mother; son; daughter; brother; sister; or on an individual with a close personal tie to the employee. For purposes of application of this policy, an individual with a close personal tie to the employee is limited to the following: a person standing in loco parentis; where unusually strong personal ties exist due to an employee’s having been supported or educated by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt; uncle.

IX. SICK LEAVE BANK

A. Purpose

Any sick leave bank shall be established and operated only in accordance with these guidelines. The purpose of the bank shall be to provide a loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The bank(s) shall be operated, managed, and governed by a Sick Leave Bank Committee subject to these guidelines. Each sick leave bank shall allow full-time and part-time employees to deposit an equal number of days (not to exceed five days) of his or her earned leave into the sick leave bank. The days shall be available for loan to any participating member of the institutional sick leave bank whose sick leave has been exhausted.

B. Sick Leave Bank Committee

1. The Sick Leave Bank Committee (hereinafter referred to as the "Committee") shall consist of five (5) members. One (1) member shall be the President or designee. Four (4) members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee.

2. Members of the Committee will serve terms of one (1) year. The President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. No representatives on the Committee shall serve longer than five (5) years. Vacancies occurring on the Committee shall be filled by the respective parties.

3. Duties of the Committee

a. It shall be the exclusive responsibility of each institutional Committee to develop the guidelines and administrative procedures of the institutional sick leave bank, including provisions for catastrophic leave. Each institutional Committee shall also develop all necessary forms for the
orderly operation and administration of the sick leave bank. All guidelines must be approved by a secret ballot vote of the participating members of the institutional sick leave bank. Such guidelines and procedures must be filed with the President’s Office and with the Chancellor’s Office within fifteen (15) calendar days after their adoption.

b. Meetings of the Committee shall be scheduled on a regular basis as determined by the Committee. The Committee shall annually elect, by majority vote, a recording secretary, whose duty it shall be to take minutes of all Committee action. Robert’s Rules of Order, latest edition, shall be observed by the Committee during all its meetings.

c. The Committee shall have the authority to re-open the bank to non-participating members, upon the deposit of the prerequisite number of sick leave days.

d. The Committee will distribute contribution forms to all eligible employees. Forms for requesting loans from the bank shall be available at the business office of the institution.

e. The Committee shall maintain accurate records of contributors eligible to participate in the bank.

f. The Committee shall review all applications for loans from the Sick Leave Bank and make appropriate decisions on approval of such loan.

g. Any alleged abuse of the bank shall be investigated by the Committee and, on a finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the sick leave bank and be subject to appropriate disciplinary action as determined by the college.

C. Sick Leave Bank Guidelines

Each institution’s sick leave bank guidelines shall include the following provisions:

1. No employee shall be allowed to owe more than fifteen (15) days to the sick leave bank, unless more than fifty percent (50%) of the members of the sick leave bank vote to extend the limit.

2. Sick leave days borrowed from the sick leave bank shall be repaid to the sick leave bank monthly as re-earned by the member. Upon the resignation or other termination of an employee who has an outstanding loan of sick leave days, the value of the loan shall be deducted from the final paycheck at the employee’s prevailing rate of pay.
3. A member of the sick leave bank shall not be allowed to accumulate more days than allowed by Section 16-1-18.1, including days in the sick leave bank.

4. Employee membership in the sick leave bank shall be voluntary.

5. Upon retirement or transfer of the sick leave bank member, days on deposit with the sick leave bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as applicable.

6. Before being eligible to use catastrophic sick leave days, the member of the sick leave bank shall first borrow and use days from the sick leave bank, up to a maximum of fifteen (15) days. However, if the member later qualifies for catastrophic sick leave, donated catastrophic sick leave days may be used to repay days owed to the sick leave bank to the credit of the affected member.

7. At the beginning of each leave year, or upon employment of a new employee, the appropriate number of sick leave days shall, upon application of the employee, be credited to the employee's account, in order to enable the employee to join the sick leave bank if the employee does not have the minimum number of sick leave days to enable the employee to join the sick leave bank.

8. The Committee must decide whether or not to allow employees who have previously failed or refused to join the sick leave bank the opportunity to join upon deposit of the requisite number of sick leave days.

9. The Committee shall have the authority to establish an annual enrollment period for participation in the sick leave bank.

10. The business office shall maintain records of all member contributions to the bank, withdrawals from the bank, and the status of the bank. Reports shall be provided on a timely basis at the request of the Committee, the President, or the Chancellor.

11. The number of days loaned to an applicant shall be determined by the Committee. Factors to be considered include, but are not limited to: need; circumstances of the illness or disability; years of service to the institution; availability of days in the bank; and the ability of the applicant to repay the loan.

12. In cases where the contributor has been incapacitated, his or her agent or representative, designated as such in writing, may apply to the Committee on behalf of the contributor. In case of mental incapacity of a contributor, the designated agent or representative must be a person who, by law, may serve in such capacity.

13. At the discretion of the Committee, and upon the request of the applicant, a loan
may be granted retroactively to the fifteenth (15th) day of the absence.

14. Resignation from participation in the sick leave bank may only be made in writing on the proper form to the Committee with a copy to the President.

D. Catastrophic Sick Leave

1. With regard to catastrophic sick leave, employees, at their discretion, may donate a specific number of days to the sick leave bank to be designated for a specific employee for use against a catastrophic illness. A donating employee shall not be required to donate a minimum number of catastrophic days to the sick leave bank. The recipient employee may use catastrophic sick leave days for himself or herself or for other covered persons as provided in Code of Alabama 16-1-18.1 Before sick leave days for a catastrophic illness may be used by a recipient employee, the recipient employee shall have first exhausted all sick and personal leave.

2. Donated days shall become available for use by the particular employee who shall not be required to repay the days. Any employee who donates sick leave days to the sick leave bank for a particular employee suffering a catastrophic illness shall be clearly informed that the donated days are not to be recovered or returned to the donor. If an employee does not require all of the days donated to the credit of the employee, the days shall revert to the credit of the employee(s) who donated the days in accordance with the guidelines adopted by the Committee.

3. No employee may donate more than thirty (30) sick leave days, not including the initial deposit of five (5) days, to the sick leave bank for the catastrophic sick leave of any one employee.

4. A sick leave bank is authorized to donate sick leave days to another sick leave bank for use by a particular employee who is suffering a catastrophic illness. An employee must be a member of the sick leave bank to donate or receive catastrophic sick leave days. To ensure the orderly transfer and acceptance of catastrophic sick leave days from one sick leave bank to another, only a uniform form provided by the State Board of Education may be used.

5. A catastrophic illness is any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.