



# Sick Leave Bank

## Benefits

The Sick Leave Bank is designed to ease the financial impact of serious illness, accident or injury of the employee. Although not an exclusive list, typical usage would be for heart attack, cancer, serious automobile accident or major surgery. Serious illness is defined as being hospitalized, homebound under psychiatric care, temporarily totally disabled, and/or not able to perform the activities of daily living (ADL). The bank is not intended to provide benefits to those members having surgery which is not medically necessary, normal maternity-related cases, or maternity-related cases where being homebound is recommended as a precaution to bring a pregnancy to full term.

## Membership Eligibility

Any employee in a benefitted position with one or more years of consecutive service and having at least six (6) days of accrued sick leave may enroll in the Bank.

An employee becomes a member by voluntarily contributing one day of sick leave to the Bank.

When the Bank balance drops below 300 days, all members will be automatically assessed a day.

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Orange County Public Schools  
Retirement Services • RBELC1 • 445 W. Amelia Street  
Orlando, FL 32801 • 407.317.3227  
[Retirement Services website](#)

## Enrollment and Withdrawal of Membership

Enrollment periods are the first 30 calendar days of the first and second semesters. You may enroll/withdraw your membership by using the Employee portal during the enrollment periods.

### How to Request Days From the Sick Leave Bank

To withdraw days from the Sick Leave Bank, obtain a request form at [Retirement Services website](#) or by contacting Retirement Services and have your physician complete the form. The request form must be received by Retirement Services within 90 calendar days of the first day for which Bank days could have been drawn.

A member shall be eligible for benefits following 15 work days of absence within a thirty duty day period or the first day of unpaid leave, whichever is later.

Illness or conditions known to exist prior to an employee becoming a member of the Bank shall not be covered for the first 12 months of membership.

A maximum of 100 days per illness may be awarded to an eligible member.

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, reports of alleged violations, concerns about compliance and/or the grievance procedure(s), etc.: **Equal Employment Opportunity (EEO) Officer & Title IX:** Keshara Cowans - Staff Attorney III, Office of Legal Services, Ronald Blocker Educational Leadership Center 445 W. Amelia St. Orlando, FL 32801 (407) 317-3411

*This is not a contract; rather a summary of information relative to a particular program within Retirement Services of Orange County Public Schools.*

**Effective January 1, 2011, in the event a member draws a total of 100 days over any period of time (1 yr, 2 yrs, 3 yrs, etc) from the SLB, such member shall reinstate his/her membership by re-establishing eligibility.**

Upon completion of the application form, return it to Retirement Services for review by the Sick Leave Bank Committee. Time will be approved on a 30 day basis requiring doctor information every 30 calendar days.

In addition to the application, a request for Leave of Absence must be completed and submitted to your supervisor for approval for any unpaid leave in excess of 10 days. Sick Leave Bank benefits will not be paid for any unauthorized leaves.

Applicants are notified of the committee's decision by mail. The decision of the full Committee is final.

To be eligible for a sick and/or annual monthly update, employees must receive pay for 10 days and be in an active status on the last work day of that month. The employee is not eligible to earn sick and/or annual leave monthly accruals for the month, if the only paid days in that month pertain to SLB.

**Please refer to CTA or OESPA contract language for the complete guidelines regarding the Sick Leave Bank.**