



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Limited Sick Leave Bank
Policy Number:	GBCA-TCA
Original Date:	Documented prior in TCA Staff Handbook
Last Reviewed:	6/24/2024
Category:	Staff
Cabinet Level Owner:	Director of Human Resources

This TCA Policy replaces ASD20 Policy.

The purpose of the Limited Sick Leave Bank is to provide a source of sick leave for a TCA staff member who sustains a long illness and uses all accumulated leave or does not have accumulated leave to use. The Limited Sick Leave Bank will consider all illnesses, including serious medical complications related to pregnancy.

All regular (non-temporary) staff members who are eligible for staff leave shall be eligible to join the Limited Sick Leave Bank. Eligible staff members must contribute two accrued staff leave days (as defined in GBCA-R Limited Sick Leave Bank Procedure) and must fulfill a one-year waiting period from the date of contribution to the Sick Leave Bank in order to request days from the Limited Sick Leave Bank. Awards of days from the Limited Sick Leave Bank are limited to the reasons related to the staff member’s own critical illness or injury or that of an immediate family member.

For sick leave purposes, the term "family member" means a member of the staff member’s immediate family (a person who is related by blood, marriage, civil union, or adoption), a child to whom the staff member stands in loco parentis or a person who stood in loco parentis to the staff member when the staff member was a minor, or a person for whom the staff member is responsible for providing or arranging health- or safety-related care. Exceptions may be made by the President.

A staff member must have exhausted all staff leave, personal leave, and paid vacation before accessing the Limited Sick Leave Bank. Eligible staff members are granted up to 20 days per qualifying event and shall not use more than a total of 60 days from the Limited Sick Leave Bank during the lifetime of their employment with Academy District 20.

Administrative Procedure GBCA-TCA-R provides guidance to staff members for the implementation and operation of this policy.

Cross References

GBC-TCA Staff Member Leave

Policy Revision History

Date	Revision Details	Revised By
6/24/2024	Documented Prior in TCA Staff Handbook	Director of HR