

**Series 3000 - Personnel**

**Section 3100 – General Provisions**

**Policy 3104 - Personal Leave Bank**

**3104.1 ESTABLISHMENT**

The Harrison County Board of Education hereby establishes a Personal Leave Bank for professional and service personnel. This Personal Leave Bank shall be a continuation of the Personal Leave Bank previously established by the Board.

**3104.2 MEMBERSHIP**

3104.2.1 All regular employees of the Harrison County Board of Education who have at least twenty-seven (27) days of accumulated leave at the end of the previous school year are eligible for enrollment in the personal leave bank on a voluntary basis. Temporary employees are not eligible to participate. Employees may join by signing a Personal Leave Bank Enrollment Form on or before September 30. Days will be deducted within 30 days of the contribution.

3104.2.2 Participation in the program will be limited to those who donate days to the bank each plan year. An employee's membership will automatically continue from year to year unless the employee notifies the payroll department in writing by September 30 or terminates their employment with the Harrison County Board of Education. A member cannot retrieve days once they have been donated.

**3104.3 CONTRIBUTION OF PERSONAL DAYS**

3104.3.1 The first year of enrollment, all members shall contribute two days. In every year thereafter, the automatic rate of contribution for members shall be based on the following schedule:

5 to 60 days of accumulated personal leave	2 days
61 to 120 days of accumulated personal leave	1½ days
121 to 180 days of accumulated personal leave	1 day
181 or more days of accumulated personal leave	½ day

3104.3.2 The total of all days contributed from each professional and service member will comprise the personal leave bank.

**3104.4 SURPLUS/DEPLETION OF BANK**

3104.4.1 In the event the bank becomes depleted below one hundred (100) days, all members shall be notified that they must donate additional days. However, no employee may contribute more than two personal leave days per year.

3104.4.2 In the event the Board of Trustees determine that there is a sufficient number of days accumulated in the personal leave bank, it may announce to its members from the previous year that they will not be required to contribute days to maintain their membership for the next plan year.

3104.4.3 By donating days to the leave bank, the employee relinquishes all claims to all personal days donated to the Personal Leave Bank.

**3104.5 ELIGIBILITY FOR USE OF PERSONAL LEAVE BANK**

3104.5.1 Personal Leave Bank days shall only be used by members who have donated days in the current plan year.

3104.5.2 Personal Leave Bank days may be used only by an active member who has less than five days remaining of accumulated personal leave or vacation days.

3104.5.3 A Personal Leave Bank Enrollment Form must be completed and submitted to the payroll department before any benefits can be awarded under this policy.

**3104.6 OPERATION OF PERSONAL LEAVE BANK**

3104.6.1 The Board of Trustees will be composed of the superintendent or designee who will serve as chairperson of the Board, and a designee from the Harrison County Education Association, the Harrison County Federation of Teachers, the Harrison County Schools Service Personnel Association, the Harrison County Principals' Association, and one professional and one service employee appointed by the superintendent who are not otherwise in any other category. No member can serve more than three consecutive years.

3104.6.2 A Personal Leave Bank Withdrawal Form must be completed and submitted to the payroll department of Harrison County Schools.

- 3104.6.3 A medical doctor's statement, which includes a diagnostic code and expected date of return to work, must accompany the Personal Leave Bank Withdrawal Form before the Board of Trustees can consider the request. A second opinion may be requested by the Board of Trustees at the employees' expense.
- 3104.6.4 The withdrawal request must be approved by the Board of Trustees. Upon approval by the Board of Trustees, a maximum of twenty (20) days shall be deposited in the recipient's account. If extenuating circumstances merit additional days, an extension may be granted upon submission of a re-application of the request. The total number of withdrawal days may not exceed 100 days for any plan member. Once an employee has received 100 days of personal leave from the leave bank, that employee shall not be eligible to receive any additional days, notwithstanding any other provisions of this policy.
- 3104.6.5 Unused bank days deposited in the recipient's account shall revert to the bank.
- 3104.6.6 The member may appeal to the Board of Trustees in the event an initial request or a renewal request is denied. The appeal will be considered if sufficient new data is provided.
- 3104.6.7 No member who is receiving payments from the West Virginia Worker's Compensation Fund shall be permitted to receive days from the personal leave bank.
- 3104.6.8 Members who request and receive a leave of absence without pay, approved by the Harrison County Board of Education, cannot (while on leave) receive days from the personal leave bank.
- 3104.6.9 The Board of Trustees shall respond to a withdrawal request for days to be awarded to a member within five working days. All approved withdrawal requests for donations will then be forwarded to the payroll department.
- 3104.6.10 If an employee should become incapacitated, his/her application may be submitted to the committee by the employee's spouse, or if no spouse exists, then a member of the family on their behalf.

3104.7 **LIMITATIONS**

- 3104.7.1 The use of such days with the extension of insurance coverage pursuant to West Virginia State Code (Section 12, Article 16, Chapter 5) is prohibited.
- 3104.7.2 Contribution to the Personal Leave Bank shall not reduce personal leave days without cause nor have any effect on incentive pay to which an employee is entitled.

- 3104.7.3 An employee is not required to reimburse the Bank for days they have used.
- 3104.7.4 Normal pregnancies shall not constitute any eligibility for personal leave bank days.
- 3104.7.5 No employee may be compelled to enroll in the Personal Leave Bank.
- 3104.7.6 If the Board of Trustees determines by a majority vote that revisions to this policy are necessary; this revised policy is to be submitted to the superintendent of schools. If the superintendent agrees with the changes, he/she will recommend passage of the policy on first reading to the board of education. At that time, the policy will be put on comment period. The Board of Trustees will consider all comments before submitting the policy for its final reading. If the superintendent agrees and recommends final approval of the policy, the policy will be in effect after passage by the board.

Approved by Harrison County Board of Education

Effective Date: August 6, 2002

