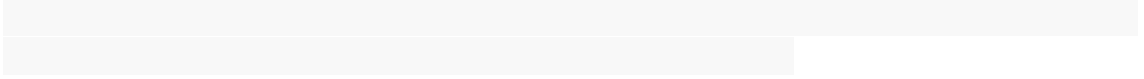


**RICHMOND COUNTY BOARD OF EDUCATION SICK LEAVE BANK
ADMINISTRATIVE PROCEDURES**

2. **Catastrophic illness:**



C. The employee has exhausted all accumulated leave (sick/personal/vacation) but not less than twenty consecutive days of leave. Sick leave bank can be used beginning no earlier than the 21st day of absence.

D. All requests to receive sick leave donations shall be filed with the Chief Human Resources Officer or his/her designee on the Sick Leave Donation Request Form. Any employee using days from sick leave donation will not be allowed to work a second job. All employees found in violation of this condition will be responsible for repayment of sick leave days or the monetary value and be reported to the Superintendent for possible disciplinary action.

E. If an employee fails to return the completed information to the Chief Human Resources Officer or his/her designee in a timely manner, pay will begin on the date information is returned.

F. The Sick Leave Application Form shall be accompanied by

M. Maternity leave is excluded from coverage by the Sick Leave Donation. Exceptions will be considered where medical complications arise from normal pregnancy and meet the definition of catastrophic illness.

N. Alleged abuse of the Sick Leave donation shall be investigated and, on the finding of wrongdoing, the employee shall repay all of the sick leave credits drawn from the Sick Leave Donation as well as face serious consequences which may result in suspension or possible termination.

O. All unused sick leave will be retained by the employee receiving the donation.

VII. ADDITIONAL RIGHT OF SPOUSAL DONATION

In addition to the other provisions of this policy, an employee of the local board of education may donate up to ten 10 days of sick leave days to his or her spouse if such spouse is also an employee of the local board of education for purposes of maternity leave, illness, illness of a family member or death of a family member. This separate provision is describe