

Jefferson County Teachers Association Sick Leave Bank (SLB) Guidelines

The purpose of the Jefferson County Teachers Association (JCTA) Sick Leave Bank is to provide sick leave days to any certified JCPS employee. SLB days can only be obtained after any certified employee of JCPS has exhausted all their accumulated sick and personal leave and they must be an active SLB member to receive days from the bank. Participation in the SLB is voluntary by donating one of their sick days to the Sick Leave Bank. Certified members and non-members of JCTA are eligible to voluntarily participate in the Sick Leave Bank.

SICK LEAVE BANK GUIDELINES:

1. The Sick Leave Bank days are a gift made possible by the generosity of contributing teachers.
2. Any certified JCPS employee must be an active member of the Sick Leave Bank (SLB) to obtain days from the Sick Leave Bank.
3. Reasons for applying/requesting days from the Sick Leave Bank:
 - a. Serious accident of the employee requiring absences from work.
 - b. Serious illness of the employee requiring absences from work.
 - c. Extended hospitalization of the employee requiring absences from work.
 - d. Other serious extenuating circumstances normally allowed for sick leave as approved by The Sick Leave Bank Committee or JCPS FMLA.
4. Participation in the Sick Leave Bank is intended for certified JCPS employees (members/non-members of JCTA) that have contributed one (1) of their sick days to the JCTA Sick Leave Bank during open enrollment.
5. The Sick Leave Bank can be used to cover you the JCPS employee (member/non-member of JCTA), your child, your spouse, or your parent(s) during a serious illness or accident that is keeping you from work.
6. The JCTA Sick Leave Bank is not intended to provide "day-to-day" compensation to members of the Sick Leave Bank.
7. To use days from the JCTA Sick Leave Bank, you must exhaust all your sick and personal days before you can apply to the bank.
8. The Sick Leave Bank Committee and the JCTA Executive Director do not grant 100% of the Sick Leave Bank days requested. No more than seventy percent (70%) is given to SLB applicants, in a given school year. Except in the most extreme extenuating circumstances, the maximum number of days granted is 20 days in a given school year.
9. The Sick Leave Bank **cannot** be used during maternity/paternity leave. However, if there are serious complications during pregnancy (early bed rest, preterm labor, NICU, complications associated with a C-section, preeclampsia) or serious complications after the birth of your child, that are life-threatening to you or your unborn child, your application will be considered.
10. The Sick Leave Bank **cannot** be used for the common cold/flu, common stomach bug, COVID, or any other common illness unless hospitalized or immunocompromised.
11. The SLB applications are retroactive. We can't accept SLB applications weeks/months in advance. Payment of the SLB days is also retroactive.
12. Applications are only accepted during the beginning and end of the current school year. NO SLB applications are accepted during the months of June and July unless the Sick Leave Bank opts to hold an emergency SLB meeting.
13. The Sick Leave Bank is not compatible with JCPS Worker's Compensation. If you are receiving Worker's Compensation, you can't obtain any days from the Sick Leave Bank.
14. During the first four weeks of the beginning of the school year any certified JCPS employee (JCTA members or non-members) has the option to donate one (1) of their sick days to the bank.
15. Every three years during the first month of the school year the Sick Leave Bank will have Re-Open-Enrollment for any certified JCPS employee (JCTA members and non-members), to voluntarily donate one of their sick days and become an SLB member for three years.
16. Failure to complete the Sick Leave Bank application or provide the Sick Leave Bank Committee and the JCTA Executive Director with false documentation(s) of your doctor/physician's statements shall result in no days granted.
17. The Sick Leave Bank Committee and the JCTA Executive Director retain the authority to prevent abuse of the Sick Leave Bank and have the authority to deny any applications.
18. The Sick Leave Bank Committee and the JCTA Executive Director require that all Sick Leave Bank applications must include a doctor's statement from a licensed medical physician (M.D.) that clearly explains the member's illness/situation. However, The Family Medical Leave Act (FMLA) form is accepted and can also be used in place of a physician/doctor's statement.
19. Each SLB applicant's Sick Leave Bank Application is reviewed in a private, confidential SLB committee meeting, where the SLB Applicant's personal information is unknown to the SLB committee members. The Sick Leave Bank respects your privacy and considers your situation confidential.
20. The Sick Leave Bank Committee and the JCTA Executive Director have the authority to request a second independent medical statement.

21. For the protection of the Bank, the Committee can also grant (if needed) a 'Lifetime' amount of days given to teachers over a 5-year period. This 'Lifetime' amount is a maximum of fifty (50) days in a 5-year period. If you are granted the maximum of 20 days consecutively you will be given ten days in the 3rd year and will not be able to apply to the SLB, unless extreme extenuating circumstances.
22. The JCTA Sick Leave Bank Open Enrollment can be opened at any time for re-enrollment if the balance of the Sick Leave Bank falls below 500 days.

Updated & Revised: 8/2025

PROCEDURES FOR USAGE OF THE SICK LEAVE BANK:

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9. You may request a copy of the JCTA Sick Leave Bank Guidelines/Procedures by contacting Jennifer Lawson at JCTA.

For more information on the JCTA Sick Leave Bank and how to apply for days:

Contact Jennifer Lawson

**Jefferson County Teachers Association Watterson City West Building
1941 Bishop Lane, Suite 300
Louisville, KY 40218**

502-454-3400 ext. 1001

Email contact: Jennifer.lawson@jcta.org

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