



Jefferson Parish School Board Sick Leave Bank Frequently Asked Questions (FAQs)

Updated October, 2018

Why is the Sick Leave Bank (the Bank) a good benefit for employees?

The Bank provides paid sick leave to qualifying members who are medically certified as unable to perform the duties of their jobs as a result of a personal illness, injury, accident, disability, medical condition, or quarantine and who have exhausted all their personal annual, compensatory, and sick leave balances.

How to I join the Bank?

Open enrollment for the Bank begins October 1st and concludes on October 31st.

Do I have to contribute additional days to the Bank to maintain my membership?

Eligible employees electing to join the Bank will have one (1) day of sick leave deducted from their sick leave balance and donated to the Bank.

May I donate annual sick leave, contract or vacation days if I do not have a sick leave balance available to join the Bank or for assessment to maintain my membership?

No. You may not substitute annual leave, contract or vacation days for sick leave to enroll or for assessments. If you have specific questions regarding a lack of days available please contact jppsshumanresources@jppss.k12.la.us

Am I required to re-enroll every year if I am already a member of the Bank?

Yes. Enrollment is effective for one year. You will need to re-enroll and ensure you meet the annual assessment requirement of one (1) donated sick day.

After joining, when may I apply for grants of leave from the Bank?

New members may apply for benefits from the Bank beginning November 30th following enrollment.

What is a pre-existing medical condition?

“Pre-existing” means a condition that existed for which a member received treatment or advice during the 12-month period prior to the effective date of initial Sick Leave Bank membership.

What forms do I need to submit to apply for grants from the Bank?

Members must apply for grants from the Bank using a current *Sick Leave Bank – Request for Days Application* and *Physician’s Statement Form*. You must submit a new *Sick Leave Bank – Request for Days Application* with each *Physician’s Statement Form*.



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Where do I send my request to use the Bank?

To receive days from the Bank, you must:

1. Submit a Withdrawal Sick Leave Bank – *Request for Days Application with each Physician's Statement Form*. You will submit your completed, signed, and dated Sick Leave Bank- Request for Days Applications to the Office of Human Resources who will forward it to the Bank.
2. Provide a *Physician's Statement Form* to your treating medical a doctor/surgeon who must complete the form. Your physician must return the completed form directly to you, in turn, you or a designated family member, must hand deliver the Sick Leave Bank – *Request for Days Application and Physician's Statement Form* to the Office of Human Resources.

Note: Please keep in mind that all Physicians' Statement forms must be completed in their entirety by the current attending medical doctor or surgeon and the employee or a designated family member must hand deliver the documents directly from the treating medical office to the Office of Human Resources. You may obtain these forms from the Employee Portal.

Where do I find the Withdrawal Requests Applications and Medical Certification form?

You may obtain Sick Leave Bank forms from the Employee Portal.

When do I submit the Sick Leave Bank Request for Days form and Physician's Statement form?

A Request for Days form must be submitted no earlier than two weeks prior to, but no later than 30 work days after the eligibility date, absent any extraordinary circumstances. The *Physician's Statement* form must be based on a treatment visit with the current treating medical doctor/surgeon that falls with the same timeframe.

Request for days from the Bank received later than the 30 work days period, where no extraordinary circumstances are found, will be denied. The Bank will not accept further applications for sick leave during that period of absence from work for that specific illness/injury.

How often may I draw from the Bank?

A member may receive a maximum of 30 days from the Bank as a result of a personal illness, injury, accident, disability, medical condition, or quarantine or a condition related to, resulting from, or recurring from a previously diagnosed condition for which the Bank granted sick leave.

Sick leave days from the Bank are based on medical certification from your current treating medical doctor /surgeon. Days from the Bank shall not be more than a maximum of 30 consecutive days for which the member would have otherwise lost pay. Depending on medical certification, days awarded may vary.



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Am I able to receive benefits from the Bank if I have work related injury or illness?

Members who sustain a job or service related injury or illness must file a claim for workers compensation (or the equivalent if service related) and receive a determination prior to receiving any grants from the Bank. If your workers compensation claim is denied, you have up to 30 work days after notification of the denial to file an application with the Bank.

Note: Members who received lost time and/or a settlement based on a worker's compensation claim or any other employer provided benefits for job or service related injuries or illnesses are not eligible for Bank days for any claims involving the same injuries or illnesses.

How often may I draw from the Bank?

A qualifying member may receive a maximum of 30 days of sick leave from the Bank within a 12 month period. The initial 12 month period starts on the date your sick leave grants first begin and extends 12 months forward from that date. A new 12 month period would begin the first time days from the Bank begin again after completion of the previous 12 month period.

May I receive days from the Bank when my family is ill?

Days from the Bank are for employee use only. Members are not eligible to receive days from the Bank for illnesses of family members or anyone other than the member.

If I decide to leave the Bank, may I get my donated sick days back?

No. All initial donations as well as annual and special assessments contributed to the Bank are nonrefundable and nontransferable.

Please read the complete [Sick Leave Bank Policy](#).

**Submitting an application for membership in the Bank does not guarantee acceptance into the Bank. After meeting all other eligibility requirements, an applicant must have a minimum sick leave balance of one (1) day as of October 31st and donate one (1) of those days to the Bank.