

Sick Leave Bank Enrollment

JPSB Sick Leave Bank open enrollment begins on October 1st and continues through October 31st.

The Membership Application Form is available on the district's website: <http://jpschools.org>. It's also available on the Employee Services homepage: <http://jpschools.org/department/human-capital/personnel-services/>.

Employees should complete the Sick Leave Bank Membership Application Form and send it to Penny Ledet, Administrative Assistant, and Employee Services. The form can be emailed to penny.ledet@jppss.k12.la.us or hand delivered to the Human Resources Department at 501 Manhattan Boulevard in Harvey, LA 70058.

Several highlights of the policy are as follows:

- All full-time employees who are eligible for sick leave and who have completed one (1) year of continuous service with the JPSB are eligible to participate.
- There are three separate accounts within the sick leave bank, Teacher or other School Based Certificated Employee, Bus Driver, and Other - to include all other employees not in the previous two accounts.
- Employees will only be allowed to contribute one full day, annually, to the Sick Leave Bank and donation is irrevocable.
- Days donated to the Sick Leave Bank will be converted to a value based on the "donating employees" daily rate of pay.
- Only those employees who contribute to the Sick Leave Bank will be eligible to apply for Sick Leave Bank benefits.
- Employees must first use all available types of sick leave before receiving benefits from the Sick Leave Bank.
- Only employee illnesses will qualify for Sick Leave Bank benefits. Immediate family members' illnesses will not qualify.
- Membership is for one year and employees wishing to participate in the Sick Leave Bank are required to enroll each year. Employees may cancel his/her membership at any time.

The Sick Leave Bank Policy can be accessed at Sick Leave Bank Policy GBRIBB, at the following link:

<http://jpschools.org/school-board/policies/section-g-personnel>. For additional information, please see the Sick Leave Bank FAQs on the Employee Services home page: <http://jpschools.org/department/human-capital/personnel-services/>

Sick Leave Donation Policy

The JPSB adopted a Sick Leave Donation Policy. The Sick Leave Donation Policy allows for JPPSS employees to donate sick leave days to another employee's sick leave account when said account has been exhausted. An employee may apply to receive donated days in the event of catastrophic illness or injury to the employee or the employee's immediate family. **Employees who apply to receive donated days must be members of the sick bank.** Employees who elect to donate sick days to other employee do not need to be members of the sick bank.

Employees should complete the Sick Leave Bank Membership Application Form and send to Penny Ledet, Administrative Assistant, and Personnel Services. The form can be emailed to penny.ledet@jppss.k12.la.us or hand delivered to the Human Resources Department at 501 Manhattan Boulevard in Harvey.

Only employees who enrolled in the 2018-2019 Sick Bank will be eligible to participate in the Sick Bank Donation process and be eligible to receive up to thirty (30) donated sick days from JPPSS colleagues.

For questions, please contact Penny Ledet at penny.ledet@jppss.k12.la.us.