

**Birdville Independent School District
Employee Sick Leave Bank**

- I wish to join the Sick Leave Bank and understand I will donate three (3) local leave days.
- Sick leave days authorized for contribution will not be returned upon cancellation.
- In the event of catastrophic illness or accident, only participating employees may be awarded sick leave from the Bank.
- Bank days cannot be used for maternity leave
- Bank days cannot be used for family illness
- The employee must miss five (5) consecutive days of work
- All leave days, including vacation days, must be exhausted before receiving days from the Bank.
- Members of the Bank are not required to donate additional days unless the days in the Bank fall below two times the number of participating members. Should this happen, no member will be required to donate more than two (2) days per school year.
- Members who use sick leave days from the Bank will be required to replace no more than three (3) days the following school year.
- Application for benefits from the Sick Leave Bank is made on a form. Approval/disapproval is made by the Governing Board.
- For further information, go to the Benefits HUB portal and Sick Leave Bank.