



Use of Sick Leave/Sick Bank Procedure (HR-P009)

1.0 SCOPE:

- 1.1 This procedure describes how HR maintains sick leave / sick bank balances at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 HR Technician

4.0 DEFINITIONS:

- 4.1 LOA – Leave of Absence

- 4.2 891 – Nevada Public School District Days. These are secondary days to the Washoe County School District.

(Approval signature on file)

Signature

Date

5.0 PROCEDURE:

- 5.1 Employees hired after school year begins, HR Technician calculates the accrual rate.
 - 5.1.1 HR Technician fills out Maintenance Form – PAY-F00# with appropriate data and forwards to Payroll and files a copy in employee personnel file.
- 5.2 An employee taking a LOA or Resigning, the HR Technician calculates the accrual rate.
 - 5.2.1 HR Technician fills out Maintenance Form with appropriate data and forwards to Payroll.
- 5.3 When Sick Bank contacts HR requesting a total of days employee needs, HR Technician contacts the school secretary on number of days utilized that month.
 - 5.3.1 HR Technician contacts Sick Bank with number of days needed for that period of attendance.
 - 5.3.2 Sick Bank will approve or disapprove and contact HR Technician by e-mail.
 - 5.3.3 HR Technician fills out Maintenance Form and forward to Payroll.
 - 5.3.4 HR Technician will also enter days used on the excel workbook located on the "J" drive.
- 5.4 When an employee is hired directly from another Nevada School District without a break in service, their days (891) are transferred to the district.
 - 5.4.1 HR Technician fills out Maintenance Form with appropriate data and forwards to Payroll and files a copy in employee personnel file.
 - 5.4.2 HR Technician contacts the school site with appropriate information.



Use of Sick Leave/Sick Bank Procedure (HR-P009)

- 5.5 When an employee moves from classified to certified without a break in service, the HR Technician calculates the accrual rate from hours to days.
 - 5.5.1 HR Technician fills out Maintenance Form with appropriate data and forwards to Payroll and files a copy in employee personnel file.
 - 5.5.2 In order to use these days, all WCSD sick days must be used first.
- 5.6 When an employees moves from certified to classified without a break in service, the HR Technician sends a Maintenance Form that is zeroing days to Payroll and notifies the Classified Technician of the prior balance.
- 5.7 Administrative Sick Leave Bank follows the above procedures with the exception that the request for sick days is forwarded to the Administrative Education Association.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Maintenance Form – PAY-F00#

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Maintenance Form	Employee Personnel Form	99 years	Discard as Desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/12/05	A	Initial Release

* * * E n d o f p r o c e d u r e * * *