ACADEMY DISTRICT 20

Extreme Illness of a Family Member
Limited Sick Leave Bank Application Form (GBCA E 2)

Full Name of Staff Member: _____

Address: _____ Best Phone: _____

Work Location: _____ Position: _____

Employment Status: Full time: ☐ Part time: ☐ Days/# of hours per week: _____

Are you currently a member of the district's Limited Sick Leave Bank? ☐Yes ☐No

Do you anticipate being absent more than five consecutive work days? ☐Yes ☐No

Family member's name: _____

Relationship of critically ill or injured family member to staff member: _____

Have you previously received an award of days from the Limited Sick Leave Bank?
☐Yes ☐No ☐Unsure

Number of Limited Sick Leave Bank Days requested (Increments of 20 days): _____

I certify the above information is true to the best of my knowledge and belief.

Staff Member's Signature: _____ Date: _____

Important Notes:

- The staff member must submit a Leave Request Form (GBC E 1)
- The staff member must submit a Health Care Provider's Statement certifying that the staff member's presence is required to care for the critical illness or injury of a family member. (GBC E 3)
- To access the Limited Sick Leave Bank, you must be on a district approved leave of absence greater than 5 consecutive work days.
- The staff member must have exhausted their staff leave, staff leave NQA, protected staff leave, PTO, and paid vacation before receiving any Limited Sick Leave Bank days.
- Awards of Limited Sick Leave Bank days shall be made in increments no greater than 20 days, at 70% of the staff member's pay, and may not exceed a total of 60 days during the lifetime of a staff member's employment with Academy District 20. Any unused time from the 20 days granted will be returned to the Limited Sick Leave Bank for an eligible future use.

Human Resources Completes

Staff member's staff leave balance: _____ hrs. Paid vacation balance: _____ hrs.

Date all time off will be exhausted: _____

Adopted: July 1, 2011
Revised: July 1, 2012; July 1, 2013; July 1, 2016; July 1, 2019; January 23, 2023; August 1, 2025