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## MEMORANDUM

TO: Members of the Sick Leave Bank  
FROM: Dr. Douglas A. Taylor  
DATE: Tuesday, October 10, 2023  
RE: Sick Leave Bank Election(s)

It is time to elect a new sick bank committee for the 2023-2024 school term. I am writing to provide an overview of the responsibilities entrusted to the sick leave bank committee under the sick leave bank law. At the start of each scholastic year, **four committee members** are elected confidentially via a secret ballot. These members serve a one-year term. The Superintendent of Education ensures a fair and confidential election process and appoints a **fifth member** to serve on the committee subject to school board approval. The committee holds the **exclusive responsibility** of crafting comprehensive guidelines and administrative procedures governing the sick leave bank. This includes provisions related to catastrophic leave. Additionally, the committee develops all essential forms required for the efficient operation and management of the sick leave bank. The Alabama State Department of Education provides a uniform state form to facilitate the orderly transfer and acceptance of catastrophic sick leave days between different sick leave banks.

Upon establishing a new sick leave bank committee each year, the committee assumes the task of creating procedures to ensure uniform administration. The guidelines formulated by the committee for the operation of the sick leave bank are subject to approval through a secret ballot vote among participating members. It is crucial to note that no committee member may serve for more than five years. The guidelines for each sick leave bank must encompass the regulations outlined in the law. While the sick leave bank committee has the authority to introduce additional guidelines as they deem necessary, it is essential to understand that neither a board nor a sick leave bank committee is authorized to enact regulations that contradict the overarching regulations stipulated in the law. These regulations include limits on the number of days an employee can owe to the sick leave bank, the development of appropriate administrative forms, monthly repayment of sick leave days, and other relevant provisions.

Please nominate someone to serve on the sick bank committee for the 2023-2024 school year by **12:00 PM on Friday, October 13, 2023**. You will have the option to vote for one sick bank that covers certified and classified employees. You will also have the option to vote for two different sick banks that cover certified and classified employees separately. If you have any further questions or require additional information on these responsibilities, please do not hesitate to reach out. Understanding these critical duties is essential, and we are here to assist you as needed.

Respectfully submitted,

Dr. Douglas A. Taylor  
Director of Human Resources and Professional Learning