

**SICK LEAVE BANK**

All teachers of the District who are eligible for health insurance may participate in the sick leave bank. To participate, each teacher shall contribute a prescribed minimum number of sick leave days as determined by the Sick Leave Bank Committee. Sick leave days contributed shall be deducted from the participant's accumulated sick leave days. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participants upon recommendation of the sick leave bank committee for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring illness beyond the participant's accumulated sick leave.

1. Membership in the sick leave bank shall be voluntary.
2. The Sick Leave Bank Committee shall consist of the following members:
  - a. Two members appointed by the certificated staff. These members shall be Sick Leave Bank participants.
  - b. One member appointed by the Superintendent or designee of the Superintendent.
3. A majority of the Sick Leave Bank Committee members will be present in order for the committee to consider applications for grants or to conduct other business.
4. The sick leave bank committee shall determine the minimum number of sick leave hours each participant must contribute in order to keep the bank solvent with the following limitations:
  - a. Each participant must contribute the minimum number of establish the days as set by the Sick Leave Bank Committee.
  - b. Any participant at their own choosing and discretion may voluntarily choose to contribute more days than the minimum number of days hours set by the Sick Leave Bank Committee.
  - c. All days contributed must be whole days– not fractional days.
  - d. The maximum number of days in the sick leave bank shall not exceed 150 days.
  - e. New participants must join the Sick Leave Bank within the first thirty (30) days of the first contract day of each school year.

5. The Sick Leave Bank Committee shall be responsible for reporting to the District Office the names of participants and the number of days contributed within forty (40) calendar days of the first contract day of each school year. It shall report all days granted by the bank (within three working days of making a grant) and all other information necessary for the participant's records.
6. In order for a participant to be eligible to apply for sick leave benefits from the sick leave bank, the teacher must first:
  - a. Be a contributor to the bank.
  - b. Have been absent from work due to illness or accident, as defined in sick leave (paragraph IV.A.2).
  - c. Have used all accumulated sick leave and paid personal leave days.
  - d. Pay two (2) days of a substitute teacher's salary.
7. Written application for use of the bank will be submitted to the Sick Leave Bank Committee:
  - a. By applicant during illness.
  - b. By a representative if applicant is incapacitated.
  - c. All applications for grants from the bank should be sent to:  
  
District Office Secretary.
8. The Sick Leave Bank Committee may, at its discretion, require a doctor's written statement as to the nature of the illness at the time of application or after a grant has been made.
9. The committee shall review the request and determine the eligibility of the participant's claim. The Sick Leave Bank Committee will respond to each application for a grant in writing and in the event the application is denied, will state the reason(s) for such denial. The committee shall have the authority to make final decisions within the established guidelines as to the disposition of the case.
10. Verification of days of absence shall be the responsibility of the Superintendent or designee. The applicant to the bank shall provide a copy of the applicant's attendance record and, upon approval to grant sick leave, shall identify the exact hours covered. This shall be submitted in writing to the Superintendent's Office.
11. If requested by the Sick Leave Bank Committee or the Superintendent, participants returning to work after use of the sick leave bank shall present the Sick Leave Bank Committee and the Superintendent with a

statement from the medical physician in charge that the member is able to perform his or her duties in accordance with District policy.

12. Bank grants to individual participants will not be carried over from one contract year to another. All such grants will end at the termination of the grantee's contract. If the participant does not use all of the days granted by the bank, the unused sick leave days will be returned to the bank.
13. A sick leave bank participant may withdraw his/her membership at any time by submitting a written request to the Sick Leave Bank Committee. A member may not withdraw sick leave days deposited.
14. If Workman's Compensation pays the participant's lost salary, the teacher will not be eligible to utilize the sick leave bank.

Adopted: May 16, 2006, Negotiation Agreement

Reviewed:

Revised: May 2007, Negotiation Agreement, May 2010 Adjustment for 4-day week/Negotiated Agreement; June 14, 2011 PERSI