

Sick Leave Bank Agreement

The Board of Education establishes a sick leave bank to provide extended sick leave to employees **who have exhausted all accumulated sick leave days and are not currently participating in any other existing program that provides paid leave.** It is the intent of the Board that the bank serve as a safety net for employees who are faced **with a catastrophic situation (life threatening, long term, incapacitating injury or illness)** involving either the employee or a member of the employee’s immediate family.

Participation in the bank is voluntary. Each employee who wishes to participate shall donate one non-refundable day to the bank each fiscal year. If the bank shows danger of being depleted before the end of the year, employees may be requested to make additional contributions. If the bank is dissolved, the days donated will be forfeited. An employee who is not a participant in the bank shall not be eligible to withdraw days from the bank.

Employees receiving workers’ compensation, benefits under TRS, IMRF, social security disability, or any similar program are not eligible to withdraw days from the bank. Employees may not be employed elsewhere while using bank days.

The bank shall be administered by a joint committee consisting of two (2) administrators and two (2) association members. The Sick Leave Bank Committee is authorized to establish written rules and regulations for the implementation and administration of the bank. Bank records will be maintained in the Human Resources Office.

I, _____, have read the policy and procedures for
Please print your name here.

the administration and participation in the Sick Leave Bank, and agree to participate by donating one sick day. I agree to abide by the decisions of the Sick Leave Bank Committee. I understand that resignation from the bank must be in writing addressed to the committee (care of the Human Resources Office). Any member resigning will forfeit days donated and will become ineligible for any future benefits through the bank, until such time that they reunite with the bank.

Signature _____ **Date** _____
Employee

-FOR OFFICE USE ONLY-

Signature _____ **Date** _____
Human Resources Designee

RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE

Terms in the Guidelines Adopted by the Sick Leave Bank Committee (8/2002)

1. “Eligible” employees are those persons hired by the Board of Education and have completed one year of successful service prior to submitting an application to the Sick Leave Bank Committee (Education Support Personnel, Certificated Staff, Exempt and Non-Exempt Staff), and having donated a sick day to the sick bank during the period of application.
2. “Catastrophic Situation (life threatening, long term, incapacitating injury or illness)” means an illness, injury, impairment, or physical or mental condition that involves:

A) inpatient care in a hospital, hospice, or residential medical care facility; or (B) continuing treatment by a health care provider.
3. **The Sick Leave Bank Committee is recommending that in order for the program to be established no less than 100 district employees will be enrolled in the first year of the program. If 100 or more employees do not respond to the request for participation, the sick leave bank will be declared insolvent for the given school year. Efforts to establish a sick leave bank in the future will be determined jointly by the Superintendent or a designee and representatives from the Alton Education Association. If the sick leave bank is declared insolvent, no employees will lose any days.**

Administrative Procedure - Sick Leave Bank

- Employees requesting to withdraw days from the Sick Leave Bank must:
 - Present a request in writing to the Superintendent or designee. This request will be submitted to the Sick Leave Bank Committee for acceptance or rejection.
 - Show evidence that other existing paid leave programs from workers' compensation, benefits under TRS, IMRF, social security, or any similar program have been denied.
 - Provide medical statements from two (2) separate doctors confirming the catastrophic situation as defined in this program.

- All accumulated sick leave days and vacation days must have been used.

- To participate in the bank, employees must have completed one year of successful service in the District.

- Employees may use a maximum of 60 days per fiscal year.

- The Sick Leave Bank Committee shall determine the number of days to be granted in each individual application. These days run concurrently with Family Medical Leave.

- Employees must complete one additional year of service to the District before being eligible to withdraw from the bank again.

- Twelve month employees wishing to enroll in the bank shall notify the Sick Leave Bank Committee between July 1 and August 10 each year and all other employees between January 1 and March 10 each year.

- Each employee participating in the bank shall contribute yearly one non-redeemable sick leave day equivalent to one of that employee's work day.

- If the bank contains 500 or more days at the end of the school year, no additional contributions shall be made for the following year, except that new participants shall be required to contribute one day.

- If the bank is decreased to 50 days or less, the Sick Leave Committee may make a request for additional contributions.

- Resignation from the bank must be in writing to the committee. Any member resigning will forfeit days donated and will become ineligible for any future benefits through the bank.

Sick Leave Bank Frequently Asked Questions

1. Do members have to exhaust sick days, vacation days and personal leave days to be eligible for days from the sick bank?
 - a. ANSWER: Sick days and vacation days must be exhausted. A member may retain at most (2) personal leave days as a committee recommended guideline.
2. Does the committee meet during the summer months?
 - a. ANSWER: Yes, as needed.
3. Can an employee with a large number of accumulated sick days donate additional days to the sick bank?
 - a. ANSWER: No
4. What is the rate of pay, if I'm using a sick leave bank day?
 - a. ANSWER: The member's contract daily rate.
5. If an employee resigns from the sick bank, can they reenter?
 - a. ANSWER: Yes, during any subsequent reentry period without penalty.
6. Can a member apply for assistance more than once a year?
 - a. ANSWER: Yes, a member can apply more than once a year as long as the Sick Leave Bank Committee has not granted the member more than 60 days during the school year.
7. Can Sick Leave Bank members receive assistance two consecutive years?
 - a. ANSWER: No. If an eligible member receives assistance from the sick leave bank, the member must complete one year of service to the District before being eligible to draw again.
8. Do I have a choice of using the Sick Leave Bank or taking disability from Social Security, TRS and/or IMRF?
 - a. ANSWER: No. This is a safety net to help people who do not qualify for existing programs.