

SICK LEAVE BANK GUIDELINES

PURPOSE AND PHILOSOPHY

The purpose of the sick leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to personal illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable.

ADMINISTRATION

The sick leave bank shall be administered by a committee of seven (7) members appointed by the president of the association and approved by the Executive Committee.

1. Committee members shall be appointed for a two (2) year period and may be reappointed to succeed themselves. Three members will be one (1) year appointments for the first year of the program.
2. Vacancies on the committee shall be filled by the president with approval by the executive board.
3. The president shall appoint one member to act as chairperson for the duration of one year. This person may be chairperson for more than one term successively.
4. The committee shall meet during the school year as needed. Special meetings may be called by the chairperson or at the request of the committee members. Any official action of the committee shall require a majority approval of the committee. A quorum of the committee is four (4) members present.
5. The committee shall prepare an annual report in conjunction with the East Allen County Schools' payroll specialist of days contributed by each teacher, days used, and days accumulated in the bank, and distribute the report to the president of the association and the superintendent.
6. Requests for use of the bank and donor authorization shall be made on official forms developed by the members of the committee.

CRITERIA FOR USE

The committee shall use only the following criteria for granting use of the bank:

1. The applicant must be a current participant in the bank.
2. Verification from the Assistant Superintendent of Administrative Services that the teacher's personal sick leave days have been exhausted and he/she is not receiving any public funds or benefits derived from public funds as partial or full compensation for the illness or disability causing the absence.

3. Days granted shall begin the second day after exhaustion of all individual personal illness days.
4. Teachers on leave due to pregnancy may be considered eligible to receive bank days only if there are serious and incapacitating complications as a result of the pregnancy. A clear distinction is made between an actual complication caused by the pregnancy and just taking "time off" due to a pregnancy.
5. The applicant shall submit a complete review of his/her medical history, diagnosis, and prognosis for return to work, certified and dated by the attending physician within 20 days of the first date of usage. (NOTE: In extreme and unusual cases, exceptions may be approved.) The medical form provided the applicant shall be completed and submitted at the time sick leave days are requested. If the attending physician does not furnish the necessary medical history and prognosis for return to work as requested, within the time frame requested, the teacher shall not be eligible for sick leave bank days.
6. Catastrophic illness, incapacitating illness, and accidents must be of a serious or incapacitating nature which is prolonged (causing a member to miss at least four (4) days (not including the one unpaid day), but does not permanently disable the teacher; the degree of which will be determined by the committee with the recommendation of the attending physician. (Note: In extreme and unusual cases, exceptions may be approved.) The sick leave bank may not be used by a teacher to remain away from work in order to assist a family member who is ill.
7. The maximum number of days that may be granted is sixty (60) each school year and must be used by and including the last scheduled teacher's work day in the school year.
 - a. The lifetime maximum number of days granted to any member shall be no more than 180 days beginning with the 2004 – 2005 school year. The school year is here defined as the contract dates established by the school board for that year, including all days covered in an extended contract.
8. Sick leave bank days may be used for illnesses requiring an applicant to work only half days.
 1. The sick leave bank will allow an applicant to request 1 additional day for after they return to work in order to be used for appointments pertaining to the initial diagnosis. This day must be used within the school year that the leave was taken and may not be carried over to another school year. A note or letter from the doctor will be required to be turned in to the SLB Committee within three (3) days of the first appointment. If the note is not received, the applicant will have a day without pay. If subsequent appointment days are needed for the same condition, the applicant must apply for these days prior to the appointments and are subject to approval. The appointment days cannot cause the total days used to exceed sixty (60) days per school year.

2. Sick leave bank days may be used if a licensed psychiatrist certifies a problem requiring psychological health care, and the applicant is enrolled in a rehabilitative program or scheduled counseling services accepted by the Sick Leave Bank Committee.
11. The sick leave bank request must be approved by the committee within five (5) working days from receiving the proper paperwork.
12. Late paperwork for an extension of sick leave bank days will not cover any unpaid days. Sick leave bank extension days cannot be used retroactively.
13. Extensions may be requested by submitting required forms no earlier than five (5) working days before the end of the previous grant.
14. If a member does not use all of the days granted from the bank, the unused sick leave bank days will be returned to the bank.

ELIGIBILITY FOR USE

1. Any teacher who is a member of the bank may participate in the bank.
2. Any teacher who is receiving any funds or benefits as partial or full compensation for the illness or accident causing the absence may not be eligible for sick leave bank usage
3. Members receiving benefits from the sick leave bank may not report to work at a second job.
4. Any member who complies with the request of the committee – i.e. medical history, medical form completely filled out, doctor’s opinion, diagnosis, confirmation of the incapacitating personal illness, additional information, etc. may participate in the bank.

COMPOSITION

1. The number of days contributed will continue to accumulate until a total of one thousand (1,000) days are credited to the sick leave bank.
2. One (1) day must be contributed by new enrollees during any open enrollment period. Current members will not be required to contribute a day during an open enrollment.
3. For part-time employees the contribution to the bank will be in proportion to the time employed by East Allen County School
4. Sick leave days donated to the bank by a teacher are considered permanent contributions to the bank and the teacher’s election to donate is irrevocable.

5. Teachers new to the system may enroll within thirty (30) days after the first day of active employment and upon receipt of a properly completed and signed sick leave bank donor authorization form.
6. After the initial enrollment, with the exception of new teachers, open enrollment will be at times specified by the committee and occur within thirty (30) calendar days after the beginning of the school year. Open enrollment will be available for non-members and current members will not have to contribute an additional day to maintain membership.
7. Continuing Enrollment: If the sick leave bank balance falls under 250 days, current Sick Bank members will have the option to repay the bank by deducting one (1) day's sick leave from his/her sick leave allotment if they want to continue to participate OR opt to non-renew membership and not contribute a day if they no longer want to participate. (This will not be considered the same as a committee-specified open enrollment.) If the Sick Bank member does not have a day available and wants to continue to participate, s/he will be removed from the Sick Bank until a day can be paid. It will be the member's responsibility to contact the Sick Leave Bank Committee when a day becomes available.

LOSS OF RIGHT TO USE THE SICK LEAVE BANK

A member will lose the right to utilize the benefits of the Sick Leave Bank for the following reasons:

1. Termination from East Allen County Schools
2. Non-renewal of Sick Leave Bank participation by the member
3. While on an approved leave of absence for other than personal illness/injury
4. Failure to report immediately any job held while on leave from the Bank
5. Any abuse or misuse of the rules established by the Sick Leave Bank Committee; any person suspected of such abuse will be notified in writing.
6. Failure to apply for Worker's Compensation for any occupational condition, ailment, or injury arising out of and in the course of employment.

MISCELLANEOUS PROVISIONS

1. If appeal of any committee decision becomes necessary, the appeal will be to the membership of the Association's Representative Board within ten (10) calendar days after notification of the committee's denial. Final decision will be made by the Association's Representative Board.
2. Application for sick leave bank days may be made by the personal representative in cases where the teacher is unable to do so.
3. A recipient of sick leave bank days may be asked to obtain a second opinion reviewed by a licensed medical doctor of the committee's choice at the member's expense;

and if more than twenty (20) days are requested for the same illness, then a second medical opinion by a doctor of the committee's choice may be required, with the doctor's report to be sent directly to the committee chairperson.