

ILSSA SICK LEAVE BANK INFORMATION

The purpose of the Sick Leave Bank is to provide eligible employees, who have exhausted all of their accumulated sick leave, the means to obtain additional sick leave days upon proper approval of the **Sick Leave Bank Committee**. For the purpose of this document, the term "member" refers to a person who has joined the Sick Leave Bank.

Sick Leave Bank Rules

1. The Sick Leave Bank may be used only by the individual contributor for his or her own personal illness.
2. Only sick days may be contributed to the Sick Leave Bank.
3. Members disabled by an injury covered by Worker's Compensation may not use the Sick Leave Bank.
4. Contributions must be made by September 15th of each year. Members returning from extended sick leave or disability leave will be permitted to contribute to the bank upon approval of the committee. Employees hired after September 1st will have 15 days from their first day or work to enroll in the Sick Leave Bank.
5. All employees covered under the Inter-Lakes Support Staff Association Master Agreement shall be eligible to participate in the bank.
6. Employees must make application for this benefit. It is not automatic.
7. In order to draw days from the Sick Leave Bank, employees must contribute to the bank.
8. Contributors must use all of their *sick days* and *personal days* before applying for leave from the Sick Leave Bank.
9. A contributor will lose the right to utilize the benefits of the Sick Leave Bank by termination of employment or failure to continue annual contributions by September 15th of each school year.
10. All donations to the Sick Leave Bank are permanent.
11. The Sick Leave Bank will maintain a maximum of 180 days. The bank can only be replenished at the beginning of each year.
12. At the beginning of each school year, members will be notified, in writing, of the balance of days in the Sick Leave Bank.
13. Only the Sick Leave Bank Committee may grant variance to these rules.

Enrollment

Eligible employees covered under the Inter-Lakes Support Staff Association Master Agreement may enroll in the Sick Leave Bank for the current school year by submitting an ILSSA SICK LEAVE BANK ENROLLMENT FORM to the Sick Leave Bank Committee. Contributions must be made by September 15th of each year. Membership is voluntary and withdrawal shall result in a forfeiture of all days contributed.

Contribution

Employees may enroll in the Sick Leave Bank each year by donating at least one (1) day and up to three (3) days per school year.

Type of Illness Covered

Serious personal illness, disability or accidents (excluding Worker's Compensation or legal damage awards) which causes an extended leave of absence from employment by the employee. Elective surgery and normal pregnancy are excluded from covered illnesses. The Sick Leave Bank Committee recognizes that absences may be consecutive or periodic (i.e. kidney dialysis treatment).

Limits

Sick Leave Bank days are to be granted in increments so that the employee shall continue to receive payroll checks with as little delay as possible. An employee can apply for a block of up to 20 days. The employee may reapply for additional blocks not to exceed 60 total days.

Sick leave days from the Sick Leave Bank will not be granted under the following conditions:

- Time between contracts
- Employee becomes eligible for Social Security disability
- Employee accepts retirement
- Employee returns to work

Application

To request days from the Sick Leave Bank, the employee or his/her representative must make written application to the Sick Leave Bank Committee on the **ILSSA SICK LEAVE BANK WITHDRAWAL REQUEST** form. This application must be accompanied by a physician's statement describing the illness and a prognosis for a date to return to work. The application must be submitted to the Superintendent of Schools.

Procedures

1. Contributions to the bank must be made on an **ILSSA SICK LEAVE BANK ENROLLMENT FORM**.
2. After the Sick Leave Bank Committee approves requests, they are forwarded to the Payroll Department for processing.
3. The applicant may be required to sign a release of information form allowing the Sick Leave Bank Committee to contact the employee's physician.
4. Sick leave days withdrawn from the Sick Leave Bank do not have to be repaid by the individual using them.

Annual Review

This document shall be reviewed at least annually. The committee reserves the right to make changes as necessary.