

## WARREN COUNTY SCHOOL DISTRICT

### SICK LEAVE BANK FOR SERVICE PERSONNEL AND ADMINISTRATIVE SUPPORT GROUP

#### 1. MEMBERSHIP

- A. The Sick Leave Bank is intended for the voluntary use of members of the Support Personnel bargaining unit and the Administrative Support Group. Only participating Sick Leave Bank members may benefit.
- B. To become a participating member of the Sick Leave Bank, a member must contribute the number of hours they work in one day at the beginning of the project. Appeals to replenish the Sick Leave Bank will be made when the total hours fall below 1000 hours.
- C. Any member who decides to participate in the Sick Leave Bank after the initial year of the program must donate the total number of sick leave hours he/she would have been required to contribute beginning with his/her initial year of eligibility in the program. All donated sick leave hours shall be subtracted from the eligible employee's annual sick leave eligibility and accumulated total sick leave hours in that order. Once the hours have been donated to the bank they cannot be withdrawn.

#### 2. QUALIFICATIONS

- A. An employee must exhaust all of his/her annual and accumulated sick leave before making application to the Sick Leave Bank.
- B. Physician's Report. A physician's report describing the individual's illness or injury and the anticipated duration of his/her disability shall be forwarded to the Sick Leave Bank Committee before the employee will be eligible for benefits from the Sick Leave Bank.
- C. Catastrophic Injury or Illness. The Sick Leave Bank is intended to provide additional benefits for members suffering from catastrophic injury or illness, excluding self-inflicted injuries. In order for an employee to be eligible for the Sick Leave Bank benefits, the employee must have been an inpatient in a hospital, confined to a health care facility or be confined to a residence.
- D. Any employee eligible for or receiving Workers' Compensation benefits may apply for consideration of Sick Leave Bank benefits. No employee can collect more than their total daily salary from the combination of worker's compensation and the Sick Leave Bank.

- E. Review Board. All applications for Sick Leave Bank benefits shall be reviewed for final approval by a Sick Leave Bank Committee consisting of five members, three appointed by the Association, one appointed by the Administrative Support Group and one appointed by the Superintendent.
- F. Limitation of Usage. Employees with less than four (4) years of completed service to the District shall be entitled to a consideration for withdrawal from the Sick Leave Bank a maximum of twenty (20) times the hours he/she contributed to the Sick Leave Bank. Employees with more than four (4) completed years of service with the District shall be entitled to consideration for withdrawal from the Sick Leave Bank a maximum of sixty (60) times the number of hours he/she contributed to the Sick Leave Bank.

3. APPLICATION PROCEDURE

- A. Sick Leave Bank members may apply for bank benefits after their annual sick leave and accumulated sick leave have been completely consumed. Application shall be made by directing a request in writing to the Sick Leave Bank Committee (attention Human Resource Office).

4. RATE OF PAY

All Sick Leave Bank benefits will be paid at the employee's regular sick leave rate, minus appropriate deductions.

- 5. Decisions of the Sick Leave Bank Committee shall be by majority vote thereof and not subject to the grievance procedure or redress under the School Code.
- 6. The Association shall indemnify and save the District harmless of and from any and all claims, demands, suits or other forms of liability that may arise out of, or be made by reason of, action taken or not taken in connection with any aspect of the Sick Leave Bank Program.
- 7. At the end of each school year, the Bargaining Unit members serving on the Review Committee shall provide the Sick Leave Bank Committee an accounting of the days used and the days remaining in the Sick Leave Bank.
- 8. If the Sick Leave Bank is exhausted, regardless of the reason for such exhaustion, the District assumes no liability or responsibility for replenishing the supply.
- 9. The Sick Leave Bank Committee shall designate one of its members to maintain a log of all withdrawals from the Bank and provide an accounting of the days used and days remaining in the Bank annually to the Committee and the Superintendent.