

**Warren County School District
Sick Day Bank**

1. Membership

- A. The sick leave bank is intended for the voluntary use of members of the bargaining unit and administrators. Only participating Sick Day Bank members may benefit.
- B. To become a participating member of the Sick Day Bank, a member must contribute one (1) sick day at the beginning of the project. Appeals to replenish the Sick Day Bank will be made when the total number of days falls below 100. By contributing during this appeal, an individual's membership is renewed.
- C. Any non-member who decides to join the Sick Day Bank prior to September 1, 2009, must donate the total number of sick days he/she would have been required to contribute beginning with his/her initial year of eligibility in the program. All donated sick days shall be subtracted from the eligible employee's annual sick leave eligibility and accumulated total sick days, in that order. Once the sick days have been donated to the bank, the days cannot be withdrawn.
- D. New employees will be given the option to join at the date of hire. If the employee declines, he/she will not have the option to join until the next general appeal to replenish the Sick Day Bank as described in paragraph 1.C. above.

2. Qualifications

- A. An employee must exhaust all of his/her personal sick leave before making application to the Sick Day Bank.
- B. **Physician's Report.** A physician's report providing both diagnosis and prognosis describing the individual's illness or injury shall be attached to the member's application requesting the days and then sent to the Human Resource Office. HR will forward this request to the Sick Day Bank Committee before the employee will be eligible for benefits from the Sick Day Bank.
- C. **Catastrophic Injury or Illness (Catastrophic is injury or illness that is life threatening or leading to death or permanent disability of the member).** The Sick Day Bank is intended to provide benefits for members suffering from catastrophic injury or illness, excluding self-inflicted injuries. In order for an employee to be eligible for the Sick Day

Bank benefits, the employee must have been an in-patient in a hospital and confined to a health care facility or be confined to a residence.

- D. **Workmen's Compensation**. Any employee eligible for receiving Workmen's Compensation benefits may apply for consideration of Sick Day Bank benefits.
- E. **Review Board**. All applications for Sick Day Bank benefits shall be reviewed by the Sick Day Bank Committee consisting of five (5) members: three (3) teachers appointed by the Association President consisting of one from the elementary school level, one from the middle school level, one from the high school level; the Director of Human Resources; and the Superintendent, or person acting in that capacity.
- F. **Limitation of Usage**. Employees will be limited to the following:
- Less than one year of service to the District will be limited to the maximum of five (5) days.
 - One (1) to four (4) years of completed service to the District shall be limited to a maximum of twenty (20) days.
 - More than four (4) years of completed service to the District shall be eligible for a maximum of days equal to five (5) times the number of years of service in the District up to a maximum of sixty (60) days per approved request.
 - An appeal for more days may be made on the individual's behalf by the Committee to the membership.
3. **Application Procedure**. Sick Day Bank members may apply for bank benefits after their annual sick leave and accumulated sick leave have been completely exhausted. Application shall be made by directing a request in writing to the Sick Day Bank Committee. The member must use the application provided and he/she must have it delivered to the Human Resource Office.
4. **Rate of Pay**. All Sick Day Bank benefits will be paid at the employee's regular sick leave rate, minus appropriate deductions.
5. **Decisions of the Sick Day 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 Day Bank program.

7. At the end of each school year, the Association president shall receive an accounting of the days used and the days remaining in the Sick Day Bank from the WCSD payroll supervisor and /or designee.
8. If the Sick Day Bank is exhausted, regardless of the reason for such exhaustion, the District assumes no liability or responsibility for replenishing the supply.
9. Special Appeal Procedures are intended for Sick Day Bank members only. In the event the application was denied, enough approved days were not given, or more days are required, an appeal may be made in the following order:
 - Building appeal
 - District-wide appeal

All remaining, unused sick days will be held for the individual to whom they were intended to be used for the purpose of the appeal until the end of the school year. Any unused sick days will revert back to the Sick Day Bank. The Sick Day Bank Committee will consider exceptions for unused sick days for employees who are contracted for 260 days. Special appeals will be considered by the Sick Day Bank Committee.

Gaudia R Salinger 3-16-09
WCEA President date

Robert E. Ferrell 3-12-09
WCSD Superintendent date

Kimberly J. Angove 03/10/09
WCSD Board President date