

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE BANK

ADOPTED: October 14 1991

REVISED:

	434.1. SICK LEAVE BANK
1. Purpose	The Sick Leave Bank shall be for participating members of the bargaining unit who have a long-term, continuous absence necessitated by a serious illness, disability, or accident.
2. Guidelines	<p><u>Membership</u></p> <p>All members of the bargaining unit shall be eligible to become members of the Sick Leave Bank through the voluntary and irrevocable donation of three (3) days of accumulated personal sick leave to the Sick Leave Bank.</p> <p>All days voluntarily contributed to the Bank belong to the Bank. There shall be no voluntary contribution of accumulated personal sick leave in excess of the three (3) days required for membership and days assessed for utilization.</p> <p>Any bargaining unit member joining the Bank, who was eligible to join previously and did not, must contribute the initial three (3) days plus any past assessment days contributed by members to the Bank (with equivalent service) since the Bank's inception.</p> <p><u>Utilization</u></p> <p>When the Bank has been utilized twenty-five percent (25%), members will contribute one (1) additional day.</p> <p><u>Review Committee</u></p> <p>Use of days from the Sick Leave Bank shall be determined by a Review Committee consisting of five (5) members:</p> <ol style="list-style-type: none">1. One (1) administrator appointed by the Superintendent.2. One (1) Board member.

3. Three (3) bargaining unit members appointed by the President of MAEA.

One member shall be from each of the following areas: elementary, middle school, secondary. The President of the Association shall be one member of the Review Committee.

Withdrawal Procedure

Requests for use of days from the Sick Leave Bank by members shall be made in writing to the Review Committee c/o the President of the Association. The request must include the nature of the illness or disability and a physician's statement certifying that the member is unable to perform his/her normally required duties.

All accumulated sick leave and personal leave must be used before an individual is eligible for any Sick Leave Bank days.

Approval of a request for withdrawal of days from the Sick Leave Bank will be granted upon vote of the majority of the members of the Review Committee.

Distribution of Days

Seventy-five (75) days may be withdrawn annually from the Bank by members of the bank who have been approved by the Review Committee.

Use of days will be granted in fifteen-day intervals. Members must re-apply every fifteen (15) days.

Accounting

The Association and the Business Office shall maintain a current Sick Leave Bank membership roster, effective October 15th 1989 and reviewed each October 15th thereafter.

All Sick Leave Bank members will be notified annually on their Supplemental Contract of their membership.

No employee shall be permitted to file a grievance against the school district in connection with the operation of the Sick Leave Bank, unless that grievance is based upon an alleged failure of the district to pay the employee for sick leave from the Bank after approval has been received.