

# Sick Leave Bank Guidelines

1. A Sick Leave Bank shall be established.
2. The intent of the Sick Leave Bank program is to provide a means to assist employees who, because of long-term **personal illness**, have exhausted their leave benefits and would be otherwise subject to a severe loss of income during a continuing absence from work. The program is not intended to provide supplemental income that would result in compensation levels exceeding normal wages.
3. Each active unit member of the PDTA who works .5 or more may join the Sick Leave Bank.
  - a. Eligibility for contributions and available days is determined according to the table below based on years of service and year of enrollment.

Years of Service	Year 1	Year 2	Year 3	Year 4	Year 5 +
Days contributed	<b>1</b>	1	1	1	0
Days available in the Sick Leave Bank	<b>10</b>	20	30	30	30
Days contributed	0	<b>2</b>	1	1	0
Days available in the Sick Leave Bank	0	<b>20</b>	30	30	30
Days contributed	0	0	<b>3</b>	1	0
Days available in the Sick Leave Bank	0	0	<b>20</b>	30	30
Days contributed	0	0	0	<b>4</b>	0
Days available in the Sick Leave Bank	0	0	0	<b>20</b>	30
Days contributed	0	0	0	0	<b>4</b>
Days available in the Sick Leave Bank	0	0	0	0	<b>20</b> (30 in subsequent years)

- b. The contribution must be made in writing, by completing the enrollment form. The form must be submitted to the PDTA Office.
- c. New enrollees must enroll by October 31 in any given year.
- d. Should the Sick Leave Bank be depleted to 500 days available, the Representative Assembly of PDTA will determine a course of action, for example, the solicitation of donations and/or assessment of one (1) additional day from current Sick Leave Bank members. If a member chooses not to be assessed the additional day they will be withdrawn from the program without reimbursement of prior contributions.
- e. In accordance with the PDTA Contract, all members of the Sick Leave bank may elect to donate up to four (4) *Personal and Family Illness* days to the Sick Leave Bank each year during open enrollment.

- f. Retirees may elect to donate up to four (4) *Personal and Family Illness* days to the Sick Leave Bank at the time of retirement.
4. A committee consisting of the Association President, Resolution Specialist, the Building Representative from the applicant's building, and the Assistant Superintendent for Human Resources shall have the authority to resolve all issues related to the Bank. The decisions of the Committee will not be subject to the grievance procedure.
5. The following procedures and guidelines have been established for utilization of the Sick Leave Bank.
  - a. Any PDTA unit member who has contributed to the Sick Leave Bank will automatically be a member in the Sick Leave Bank.
  - b. No benefits may be used while on unpaid leave of absence or after leaving the employ of Pittsford Central Schools.
  - c. A member may withdraw from the Sick Leave Bank, but may not take back contributed days.
  - d. Only persons who have contributed to the Sick Leave Bank may make a request for Sick Leave Bank days.
  - e. A completed request form must be submitted to the Association President. Forms can be obtained from the PDTA office or the PDTA website (pdta.org).
  - f. The member must suffer a prolonged illness. Prolonged illness is defined as an employee illness that extends for more than 15 consecutive school days.
  - g. The member must have exhausted all *Prolonged Illness Days*, when applicable.
  - h. The member may draw from the Sick Leave Bank when they have no more than 10 *Personal and Family Illness* days, assuming there are more days left in the school year then available. (Note: These 10 days are NOT eligible for compensation on FMLA childcare leave CBA 3-4-6, 29-4-6, 49-4-6)
  - i. A member may draw up to their maximum (see section 3a) from the Sick Leave Bank in any given school year.
  - j. For pregnancy related absence, the Sick Leave Bank is only applicable during the medically excused portion of absence.
  - k. The Sick Leave Committee may require submission of a doctor's statement.