

Wilson Area School District

Sick Banks

The purpose of the Wilson Area School District Voluntary Sick Leave Bank Policy is to provide additional paid sick leave for employees who need it that have exhausted their accrued sick and vacation leave benefits as the result of a catastrophic illness or injury. Professional, support and administrative employees will be permitted to establish separate banks that serve as depositories into which participating employees may voluntarily contribute sick leave for allocation to other participating employees. The purpose of the bank is not to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when employees lose compensation as the result of a catastrophic illness or injury.

I. Definitions

- A. *Bank Member*: An employee who has voluntarily contributed leave days to the Sick Leave Bank. Only bank members may apply for and receive paid sick leave days from the bank.
- B. *Catastrophic Illness or Injury*: A severe medical condition which requires an employee's absence from work for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation and/or compensatory leave time. A qualifying illness or injury might include, but is not limited to, cancer, major non-elective surgery, serious accident, and heart attack. In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of extended duration, and require the services of a licensed health care provider.

II. Membership

- A. Each Sick Leave Bank is voluntary for employees and only members participating in the Sick Leave Bank may benefit from the program.
- B. To become a participating member of a Sick Leave Bank, an employee must donate two (2) sick days within 30 days of the date of his/her employment or by January 31, 2007. A member may donate a quantity greater than the minimum by the end of September of any given year.
- C. Employees deciding to participate in the program after more than 30 days following initial employment, or from the date of the plan, must donate all sick days they would have contributed to the bank from their initial date of employment.
- D. Employees who join the Sick Leave Bank after more than 30 days beyond the time of initial employment, or from the date of the plan, will not be eligible

for benefits from the bank for one (1) year from the time they become members of the Sick Leave Bank.

- E. Employees returning to the district shall satisfy the same membership requirements as at initial employment.
- F. To be reinstated, employees who voluntarily terminate membership in the Sick Leave Bank must donate two (2) days or the number of days assessed by the Sick Leave Bank since the date of termination whichever is greater. Reinstated members will not become eligible for benefits from the bank for one (1) year from the date of reinstatement.
- G. Accurate updated rosters of members shall be maintained at all times by each Sick Bank Committee.
- H. Membership in the Sick Leave Bank will automatically be renewed each year on July 1. If on July 1 of each year the balance of days in the bank is less than the identified minimal bank balance, the previous year's members must renew by donating a minimum of one (1) day. Each Sick Leave Bank Committee will recommend to the Board a minimum bank balance. Minimum bank balance should not be less than double the number of personnel participating. If on July 1 the balance of days in the bank equals or exceeds the minimal balance, the previous years members will not be required to renew for that year. However, new members shall always be required to donate the initial two (2) days.
- I. Each Sick Bank Committee will recommend to the Board guidelines for equitable contribution and distribution of sick days based on employee's status.
- J. Membership may be withdrawn by notifying the Sick Leave Bank Chairperson(s) in writing prior to June 15th of each year. Contributed days will remain in the Sick Leave Bank and forfeited to the bank.

II. Qualifications for Use of the Sick Leave Bank

- A. Sick Leave Bank days shall be granted only in cases of continuous absence necessitated by reason of any unanticipated or non-elective medical problem determined by physical or mental impairment, which is caused by serious illness or severe injury that would render you unable to perform your duties.
- B. All accumulated sick, personal, and emergency leave must have been used before an individual is eligible for any Sick Leave Bank days.
- C. Employees who are approved for sick leave from the bank are not eligible for disability from employer-funded insurance until these days have been exhausted.

III. Review of Cases

- A. All cases shall be reviewed for (final) decision by the individual Sick Leave Bank Committee.
- B. With leave requests in excess of twenty (20) days, the individual Sick Leave Bank Committee reserves the right to require the member to explore all applicable leave options.

IV. Abuses of Sick Leave

- A. The Sick Leave Bank Committees have no standing authority to make a determination of abuse of sick leave.
- B. Allegations of sick leave abuse shall not influence decisions of the Sick Leave Bank Committees. Only documented (i.e. disciplinary action applied, admission of abuse, etc.) cases of abuse shall be considered by the Sick Leave Bank Committees.

V. Confidentiality

- A. Each Sick Leave Bank Committee shall take reasonable steps to ensure the confidentiality of its decisions.

VI. Certification by Physician

- A. Each Sick Leave Bank Committee shall require certification by a physician to verify need for Sick Leave Bank days.
- B. Each Sick Leave Bank Committee may require the applicant to secure a second certification from a physician licensed and practicing in the field of applicant's disability.
- C. Each Sick Leave Bank Committee shall apply these guidelines equitably and uniformly to all applicants.

VII. Review of Cases

- A. Any Sick Leave Bank members appealing a decision to their Sick Leave Bank Committee must do so in writing to the Sick Leave Bank Committee Chair.
- B. The individual Sick Leave Bank Committee will review all appeals for a final decision.

VIII. Distribution of Days by the Sick Leave Bank

- A. Under most circumstances, each Sick Leave Bank Committee may grant up to a maximum of ten (10) days per individual requests from the bank.
- B. If need exists for leave beyond the days granted in item (A), the Request-For-Use Form shall be resubmitted to the individual Sick Leave Bank Committee and leave may be granted in ten (10) day increments up to a maximum total of 120 days in any fiscal year (July 1 – June 30.) Such period shall begin with the use of any Sick Leave Bank day. Requests for any days in excess of 120 days shall be processed through a one-time per employee special appeal for voluntary contributions. This appeal shall be to all individual bank members and resulting contributions shall be processed outside the regular bank except that any unused contributed days shall be credited to the regular Sick Leave Bank account.
- C. Each Sick Leave Bank Committee reserves the right to suspend the review procedure in items (A) and (B).

IX. Distribution of Forms

- A. Copies of request for use forms will be available in each building office.
- B. Completed Request for Use Forms will be returned to individual Sick Bank Chairperson.

X. Reporting Procedures

- A. There shall be an accounting to the Business Manager by each Sick Leave Bank Committee of the status and use of the Sick Leave Bank at the end of each fiscal year. This accounting shall include current membership roster, previous year's balance, days contributed, days approved, days actually used, unused days returned, and balance of days as of June 30 of each year. The next year's membership roster shall be available by the last day of September.
- B. Each Sick Leave Bank Committee will submit the following forms to the School District Business Manager's office to ensure proper maintenance of every individual sick leave account.
 - 1. Sick Leave Bank Membership and/or Contribution of Additional Days form
 - 2. Approved Sick Leave Bank Request form

XI. Sick Leave Committee

- A. Each Sick Leave Bank Committee shall include one member from each district building in which participating members are primarily assigned. Committee representatives are appointed by membership in each building.

Wilson Area School District
Act 93 Sick Leave Bank Procedures

Purpose:

The purpose of the Act 93 Administrators' Sick Leave Bank procedures is to provide additional paid sick leave for administrators who need it, having exhausted their accrued sick and vacation leave benefits as the result of a catastrophic illness or injury.

Definitions:

Bank member: An Act 93 Administrator, Assistant Superintendent, Business Manager or Superintendent who has voluntarily contributed leave days to the Act 93 Sick Leave Bank.

Catastrophic Illness or Injury: A severe medical condition which requires an employee's absence from work for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation and/or compensatory leave time. A qualifying illness or injury might include, but is not limited to, cancer, major non-elective surgery, serious accident, and heart attack. In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of extended duration, and require the services of a licensed health care provider.

Minimum Bank Balance:

The minimum number of sick leave days in the Act 93 Administrators' Sick Leave Bank will be 30 days or double the number of bank members, whichever is greater.

Equitable Contribution and Distribution:

Each Act 93 Administrator, Business Manager, Assistant Superintendent, and Superintendent will be given the opportunity to join the sick leave bank. When a new administrator is hired, he/she will be given an opportunity to join the Act 93 Administrators' Sick Leave Bank as is stated in the Wilson Area School District policy 4152.3 governing sick banks. All Act 93 Administrators' Sick Leave Bank members may request sick leave days from the bank as per the qualification stated in the Wilson Area School District policy 4152.3. The sick bank committee will decide the granting of requests for sick bank days.

Sick Bank Committee Members:

The Act 93 Administrators' Sick Leave Bank Committee will be composed of three members: an education administrator (Principal, Assistant Principal, Director of Student Services, etc.), a support administrator (Director of Building and Grounds, Director of Technology, Maintenance Supervisor, Custodial Supervisor, Director of Transportation, etc.), and the Act 93 Spokesperson. The Act 93 Administrators' Sick Bank Committee members will be appointed by the groups they represent. The Act 93 Spokesperson will also serve as the Sick Bank

Chairperson. All Act 93 Administrators' Sick Bank Committee members must be voting members of the Act 93 group. A list of updated committee members will be sent to the business office at the beginning of each fiscal year.

Members for the 2006-2007 school year are:

Dave Wright, Act 93 Spokesperson

John Martuscelli, Educational administrator

Garry Musselman, Support administrator

Confidentiality:

The Act 93 Administrators' Sick Leave Bank committee will be responsible for reviewing and deciding on all sick leave bank requests. Committee members will meet in private to discuss requests in a reasonable time frame. The discussion within the committee will be considered confidential and not be shared with others. Decisions will be communicated to the administrator making the request in writing. The Act 93 Spokesperson will keep all written communication in a secure location.

Reporting Procedure:

The Act 93 Administrators' Sick Leave Bank Committee will notify the Business Manager in writing when sick leave bank days are granted to a member including the number of days approved. At the end of each fiscal year the Act 93 Administrators' Sick Leave Bank Committee will submit to the Business Manager the following:

- Current member roster
- Previous years balance of sick leave bank days
- Sick leave bank days contributed
- Sick leave bank days approved
- Sick leave bank days actually used
- Sick leave bank unused days returned
- Balance of sick leave bank days as of June 30 of that year.

Eligible Member:

All administrators under the Act 93 agreement are eligible to participate in the Act 93 Administrators' Sick Leave Bank. Other personnel that are eligible include the Business Manager, Assistant Superintendent, and Superintendent. As of the 2006-2007 school year there are 18 administrators eligible to participate.

WILSON AREA EDUCATION ASSOCIATION
SICK BANK

1. SICK BANK COMMITTEE-A committee of seven members will make up the sick bank committee. Two co-chairpersons and five other members, each representing one of the five buildings. The committee will evaluate the need for requested days from the sick bank. A majority vote is required to approve days requested. In order to have a full committee the chairpersons may request that the faculty rep for the building act as an alternate if the committee member is not available.
2. DISTRIBUTION OF DAYS- Under most circumstances, the committee may grant up to a maximum of ten days per individual requests from the bank. If the need exists for leave beyond the ten days granted, the individual may resubmit the request for use form. The committee may grant leave in ten day increments up to a maximum total of 90 days in any fiscal year
3. MINIMUM BANK BALANCE- The WAEA sick bank will maintain a minimum balance of 190 days in the bank. If on July 1 of each year the balance of days in the bank is below the identified minimal balance the committee will require the previous year members to renew by donating a minimum of one day to the bank. New members shall always be required to donate the initial two days.
4. BOARD POLICY- The sick bank committee will follow procedures outlined in board policy 4152.3 in running the bank The business manager will be notified of roster and number of days contributed to establish the sick bank.