

**GATEWAY REGIONAL SCHOOL DISTRICT  
Paraprofessional Union  
Application for Benefits - Sick Leave Bank**

Application Number

1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_

To be completed  
by applicant

Date of Application \_\_\_\_\_ Amount of Days Requested \_\_\_\_\_

Name \_\_\_\_\_  
Last Middle First

Print or Type

Address \_\_\_\_\_  
Street City/Town Zip Tel. No.

Present Assignment \_\_\_\_\_  
School

Date of Appointment to Gateway School District \_\_\_\_\_

Number of Accrued Sick Days \_\_\_\_\_

Number of Personal Days \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

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Participating members must make written application to the Sick Bank Committee requesting extended sick leave ten (10) days prior to the expiration of the member's sick and personal days using the prescribed form to ensure a consistent paycheck. This form must be accompanied by an attached typed and signed medical statement by the attending physician stating the exact nature of the incapacitation and the projected time of recovery beyond the member's own accrued sick leave.

Physician's Name \_\_\_\_\_

Print or Type

Business Address \_\_\_\_\_

Business Telephone No. \_\_\_\_\_

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**To Be Completed  
By Sick Bank**

Date of Meeting \_\_\_\_\_

**Committee**

Action of Committee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson

**SICK BANK BY-LAWS**  
**GATEWAY PARAPROFESSIONALS' ASSOCIATION – “UNIT D”**

1. A paraprofessional may voluntarily contribute up to three (3) of that employee's sick leave days during each year of a contract term to a sick leave bank, except that no contribution may be made by an employee who has accumulated less than fifteen (15) sick leave days as of June 30<sup>th</sup> of the prior school year with the exception of first year employees who may contribute at the end of their first year if they have accumulated ten (10) sick leave days as of June 30.
2. An employee who does not contribute to the sick leave bank may not be eligible to use the sick leave bank. An employee who has used all of his/her sick and personal leave days may request to use sick leave days contributed to the bank (bank days) as outlined below:
  - a. The employee requests that the Union petition the School Committee to permit that employee to use up to fifteen (15) bank days.
  - b. The Union considers the request and determines whether to petition the School Committee.
  - c. If the Union decides to petition the School Committee, an ad hoc Sick Leave Bank Committee, comprised of one (1) School Committee member or his/her designee, two (2) members of the Union, and one (1) central office administrative representative. The ad hoc Sick Leave Bank Committee will meet and decide by majority vote whether to grant the petition.
  - d. The decision of the Sick Leave Bank Committee is not subject to grievance or arbitration.
  - e. A granted petition may be renewed once up to fifteen (15) bank days in the same manner as the original request.
3. The Paraprofessional Union will have the responsibility for disseminating information and applications for the Sick Leave Bank at the beginning of the year. Building representatives will hand out a form that states one's intention of contributing to the Sick Leave Bank. One copy will go on file with the Paraprofessional Union and the other will be sent to the Superintendent's office. During the school year, any new employees who are eligible to join will be informed by the Paraprofessional Union representative in their respective schools.
4. Applications for Sick Leave Bank requests should be made on the “Application for Benefits - Sick Leave Bank” form (see attached).
5. If reapplying to the Sick Leave Bank for additional days for the same illness, a new application form is required each time.
6. Each employee request or renewal must be accompanied by a statement from a physician.

7. A person who has been approved by the sick leave bank for a given number of sick leave days, but does not exhaust all of those days and returns to work, may draw on the remainder of those days if he/she is unable to work as a result of a relapse of the same injury or illness in the same school year and a doctor's certificate has been submitted in support of each such further incapacitation.

At the end of the school year, any unused granted Sick Bank days will be returned to the Sick Leave Bank.

8. At least ten (10) days notice will be given by the chairperson of the Sick Bank to Sick Bank Committee members prior to the meeting to determine whether or not to grant the petition (extenuating and emergencies excluded).
9. Members can only use the Sick Bank for their own illnesses. Any decision will be issued in writing by the Committee.
10. By-law information and application will be posted on the Gateway website.
11. The Sick Bank Committee shall establish rules and regulations of procedures to govern operations of the "Bank." Decisions of this committee shall not be subject to the grievance or arbitration procedure set forth in Article Four.