

**GATEWAY REGIONAL SCHOOL DISTRICT** Application Number **Application**  
**for Benefits - Sick Leave Bank** 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
**To be completed by applicant**

**Print or Type**

Additional Request Date of Application \_\_\_\_\_ Number of Days Requested \_\_\_\_\_

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

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

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. This form **must be accompanied by an attached typed 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.

**Print or Type**

**To Be Completed By Sick Bank Committee**

Physician's Name \_\_\_\_\_ Business Address

\_\_\_\_\_ Business Telephone

No. \_\_\_\_\_ Signature of Physician

\_\_\_\_\_  
Date of Meeting \_\_\_\_\_ Action of Committee

:

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

**SICK BANK BY-LAWS GATEWAY TEACHERS' ASSOCIATION, INC.**

1. "The Sick Leave Bank Committee shall be composed of three (3) teachers appointed by the Association, two (2) members of the School Committee, and one (1) member of the Central Administration." (Article 9 Section F of contract)
2. The GTA 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 GTA 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 GTA building representative in their respective schools.
3. Each member of the Sick Leave Bank will donate up to one (1) day at the beginning of each year. Any employee who resigns or takes a leave of absence will forfeit the donated day.
4. Each application cannot exceed twenty-five (25) days and should be made at least ten (10) days prior to the expiration of the sick and personal days of the member in need. In cases of extenuating circumstances, a person who reaches the limit can appeal to the Committee for an extension. The Committee will evaluate and vote upon each application.
5. Applications for Sick Leave Bank requests should be made on the "Application for Benefits - Sick Leave Bank" form (see attached).
6. If reapplying to the Sick Leave Bank for additional days for the **same** illness, a **new** application form is required each time.
7. No repayment of granted Sick Leave Bank days is required. 8. "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." (Article 9 Section F of contract). At the end of the school year, any unused granted Sick Bank days will be returned to the Sick Leave Bank.

9. 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 (extenuating and emergencies excluded).

10. The Sick Leave Bank Committee will meet during the last month of school to review and/or revise the existing by-laws and to replenish the Sick Leave Bank, if necessary.

11. Members can only use the Sick Bank for their own illnesses. Any decision will be issued in writing by the Committee.

12. Each teacher will receive by-law information provided by the GTA at its first meeting of the school year. The by-laws and application will be made available electronically on the Gateway website.

13. "This 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 procedure." (Article 9 Section F of contract)

\*Amended by the 2012-2013 Sick Leave Bank Committee on 6/21/2013.