THOMPSON SCHOOL DISTRICT
#WeAreThompson
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www.thompsonschools.org

SICK LEAVE BANK
FACT SHEET

What is the Sick Leave Bank?

The Sick Leave Bank is a way to provide financial protection to a member who has experienced a loss of salary due to a serious medical condition that prevents him/her from performing the duties of their job. Licensed and APT employees should refer to the current year Memorandum of Understanding and classified staff should refer to the Classified Staff Personnel Handbook for details about membership and opt out deadlines. Both of these resources are available on the district website.

Who is eligible for Sick Leave Bank benefits?

Unless an employee opted out of the Sick Leave Bank by the deadline each school year, he/she is a member of the Sick Leave Bank and may apply for Sick Leave Bank benefits when needed for a serious personal illness, surgery, or pregnancy. Licensed and APT staff members receive time from the Thompson Education Association Sick Leave Bank. Classified staff members receive time from the Classified Sick Leave Bank.

How do Sick Leave benefits work?

Employees complete an application which is reviewed by the Sick Leave Bank committee. Time is awarded to eligible employees according to their medical need and district policies.

When and how do I request Sick Leave Bank benefits?

Employees with a serious personal illness, surgery, or pregnancy should **contact the HR Benefits & Leave Specialist (613-5774 or robbi.stokovaz@thompsonschools.org)** to ask about Sick Leave Bank benefits. A supervisor who knows of an employee with such a need should also call. An application and Sick Leave Bank guidelines will be sent to the employee. A section of the application must be completed by the employee's physician. The application is returned to the Benefits & Leave Specialist, who sends it to the appropriate Sick Leave Bank and Payroll.

What's the difference between Sick Leave Bank and Donate-A-Day?

Sick Leave Bank awards time to employees with a ***personal*** illness, surgery, or pregnancy. Donate-A-Day awards time to an employee who is caring for a seriously ill ***family member***.

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