

Sick Bank for Administrators

Section A - Introduction

All administrators have the option of becoming members of the Administrative Sick Bank. This irrevocable election shall be made within thirty (30) days of the start of the employee's first administrative assignment. The purpose of the Sick Bank is to afford administrators extended sick leave coverage when a prolonged illness is incurred.

Section B - Administrator's Contribution to the Sick Bank

Administrators are allocated an amount of Sick Days each fiscal year, recorded in the administrator's personnel record as "Sick Days".

Administrators assigned a calendar between 183 and 203 days will contribute four (4) Sick Days to the Sick Bank each fiscal year until they have contributed forty (40) Sick Days.

Administrators assigned a 239 or 260 day calendar will contribute four (4) Sick Days to the Sick Bank each fiscal year until they have contributed sixty (60) Sick Days.

All contributions to the Sick Bank will be recorded in the administrator's personnel record as "Sick Bank".

Section C - Access to the Sick Bank

Prior to accessing the Sick Bank, the administrator must exhaust all Accumulated Sick Days.

For the purposes of this policy, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the administrator's personnel record as "Sick Days" as of July 1, including those days allotted to each administrator for the current fiscal year.
 - This number does not include the administrator's yearly contribution to the Sick Bank.
 - This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
 - This number does not include those days recorded in the administrator's personnel record as "Sick Bank".

Administrators assigned a calendar between 183 and 203 days will be allowed to withdraw up to two (2) times their Accumulated Sick Days from the Sick Bank, not to exceed 150 total days.

Administrators assigned a calendar of 239 or 260 days will be allowed to withdraw up to three (3) times their Accumulated Sick Days from the Sick Bank, not to exceed 260 total bank days.

If prolonged illness spans more than one school year, the administrator may continue to draw days from the Sick Bank in the ensuing school year in accordance with the maximum number of days for which the administrator was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the administrator's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid as defined in Section D of this policy.

Administrators may make application for use of the sick bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.
2. The superintendent will review the request for use of the administrative Sick Bank, and determine the number of days the requesting administrator is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting administrator in writing of the number of days that may be borrowed, and of the requesting administrator's obligation to repay the Sick Bank.

Section D - Repaying the Sick Bank

All personnel using Sick Days from the Sick Bank must repay the Sick Bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the administrator's personnel record as:

1. A decrease of days from the administrator's "Sick Days" record; and
2. An increase of days from the administrator's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

Section E - Reporting of Unused Sick Days to TRS or IMRF

Administrators may apply unused Sick Days that they have personally contributed to the administrative Sick Bank for purposes of accumulating service credit in the Teacher Retirement System (TRS) or the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the administrator still owes days to the Sick Bank when ending in employment with the district, the amount of accumulated Sick Days reported for service credit in either TRS or IMRF will be reduced by that amount. For example:

- If an administrator has 30 days recorded in their "Sick Days" record and 60 days recorded in their "Sick Bank" record, and owes the sick bank 10 days, a total of 80 days will be reported to TRS or IMRF (30 Sick Days + 60 Sick Bank Contribution = 90 days; 90 available Sick Days - 10 days owed = 80 reportable Sick Days).
- If an administrator has 30 days recorded in their "Sick Days" record and 60 available days recorded in their "Sick Bank" record and owes the sick bank 100 days, a total of 0 days will be reported to TRS or IMRF (30 Sick Days + 60 Sick Bank Contribution = 90 days; 90 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for sick bank days owed.

Days withdrawn from the sick bank shall not be used in calculating the administrator's service recognition payment with respect to pension service credit.

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