

Sick Bank for Teachers

Section A - Introduction

All teachers shall participate in the Teacher Sick Bank. The purpose of the Sick Bank is to afford teachers extended sick leave coverage when a prolonged illness is incurred.

Section B - Teacher's Contribution to the Sick Bank

Teachers are allocated fifteen (15) Sick Days each fiscal year, recorded in the teacher's personnel record as "Sick Days".

Teachers will contribute two (2) of those Sick Days to the Sick Bank each fiscal year until they have contributed twenty (20) Sick Days.

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

Section C - Access to the Sick Bank

Prior to accessing the Sick Bank, the teacher 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 teacher's personnel record as "Sick Days" as of July 1, including those days allotted to each teacher for the current fiscal year.
 - This number does not include the teacher'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 teacher's personnel record as "Sick Bank Contribution".

Non-tenured teachers will be allowed to withdraw up to three (3) times their Accumulated Sick Days from the Sick Bank, not to exceed 40 total days.

Tenured teachers will be allowed to withdraw up to two (2) times their Accumulated Sick Days from the Sick Bank, not to exceed 150 total days.

If prolonged illness spans more than one school year, the teacher 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 teacher was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the teacher'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.

Teachers 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 teacher's Sick Bank, and determine the number of days the requesting teacher is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting teacher in writing of the number of days that may be borrowed, and of the requesting teacher's obligation to repay the Sick Bank.
3. In the event of a disputed case for use of the Sick Bank,
 - a. The superintendent or designee will convene the committee consisting of the superintendent or designee and two (2) members appointed by the Executive Board of the Glenbrook Education Association to administer the Sick Bank.
 - b. The committee will determine the number of days the teacher is eligible to borrow from the Sick Bank and forward their recommendation to the superintendent for approval.
 - c. The superintendent will approve or disapprove the application for use of the Sick Bank and memorialize the decision in a memorandum to the committee.
 - d. The superintendent or designee will issue a memorandum to the teacher advising whether the request has been approved or denied. If the request has been approved, the number of days that may be borrowed and the teacher's obligation to repay the bank will be explained.

Section D - Repaying the Sick Bank

All teachers using Sick Days from the Sick Bank must repay the 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 teacher's personnel record as:

1. A decrease of days from the teacher's "Sick Days" record; and
2. An increase of days from the teacher'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

Teacher's may apply unused Sick Says that they have personally contributed to the teacher's Sick Bank for purposes of accumulating service credit in the Teachers Retirement System (TRS) for retirement purposes.

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

- If a teacher has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 10 days, a total of 40 days will be reported to TRS (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).

- If a teacher has 30 days recorded in their “Sick Days” record and 20 available days recorded in their “Sick Bank Contribution” record, and owes the Sick Bank 100 days, a total of 0 days will be reported to TRS (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 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 teacher's service recognition payment with respect to pension service credit.

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