

Sick Bank for Educational Support Personnel

Section A - Introduction

All full time educational support personnel (ESPs) shall participate in the Educational Support Personnel Sick Bank. The purpose of the Sick Bank is to afford ESPs extended sick leave coverage when a prolonged illness is incurred.

Section B - ESPs Contribution to the Sick Bank

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

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

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

Section C - Access to the Sick Bank

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

ESPs who have been employed less than two years will be allowed to withdraw up to three (3) times their accumulated Sick Days from the Sick Bank, not to exceed 40 total days.

ESPs who have been employed more than two years will be allowed to withdraw up to two (2) times their accumulated Sick Days from the Sick Bank, not to exceed 100 total days.

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

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

ESPs 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 ESP's Sick Bank, and determine the number of days the requesting ESP is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting ESP in writing of the number of days that may be borrowed, and of the requesting ESP's obligation to repay the Sick Bank.

Section D - Repaying the Sick Bank

All ESPs 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 ESP's personnel record as:

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

ESP's may apply unused Sick Days that they have personally contributed to the ESP Sick Bank for purposes of accumulating service credit in the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the ESP 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 IMRF will be reduced by that amount. For example:

- If an ESP 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 IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).
- If an ESP has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 100 days, a total of 0 days will be reported to IMRF (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 ESP's service recognition payment with respect to pension service credit.

Approved: September 11, 1989
Revised: April 22, 1996
Revised: May 9, 2022