



SICK LEAVE BANK

Sick leave bank is available for catastrophic illness and/or injury. Each participant must invest two sick leave days in the bank in their first year of employment and one sick leave day each year until bank reaches balance not less than 180 days (Certified Bank) or 30 days (Classified Bank).

The bank can only be used for employee's own illness and cannot be used for illness of a family member. Employee must have exhausted all their total sick leave and after five working days without pay, may apply for Sick Leave Bank days. Application is made in writing with a medical doctor's certificate to illness. The request is submitted to a committee to review and accept or reject.

Any member may draw from the sick leave bank for a period not to exceed 180 school days (Certified Bank) or 30 working days (Classified Bank).

Reference: Policy DDAE and Negotiated Agreement

- I do not desire to join the sick leave bank of the Oakes Public Schools
- I do desire to join the sick leave bank of the Oakes Public Schools. I authorize the sick leave bank committee to secure the number of my current sick leave days and credit them to the sick leave bank per board policy.

Employee's Signature

Date

Other Sick Leave Policies:

- Per Negotiation Agreement, each teacher may request from, or donate to, other teachers an additional 10 days maximum leave. A teacher may only receive a total 10 days (or 70 hours) of donated leave per year.
- Annually an employee receives 10 days of sick leave (New teachers receive 12 days).
- Personal sick leave maximum is 90 days-Certified Staff and 30 days-Classified Staff.
- Upon termination of employment, teachers shall receive a payment for all unused days of accumulated sick leave at the rate of \$5/day.