

Hyde Park Central School District
Hyde Park Teachers' Association
Sick Leave Bank Procedures

Introduction:

The sick leave bank has been created pursuant to Article V (1) (F) of the collective bargaining agreement between the Hyde Park Central School District and the Hyde Park Teachers' Association (HPTA).

Eligibility:

All members of the HPTA bargaining unit are eligible for participation in the sick leave bank.

Enrollment:

Members of the HPTA bargaining unit may participate in the sick leave bank by signing a waiver form, which requires each person to contribute one accumulated sick day. The waiver form provides for continuing membership until withdrawn *by* written request by a participant. Any days contributed during a period of participation in the Sick Leave Bank cannot be withdrawn.

Any unit member who has not previously enrolled in the sick leave bank may enroll when the bank is replenished. A thirty-day notice will be given for the enrollment deadline.

If electing not to participate during a period of open enrollment, a member may choose to participate upon payment of one day of sick leave for every year that he/she was not participating in the bank until the time of enrollment.

Newly employed members of the HPTA bargaining unit may enroll within 30 calendar days of the commencement of their employment in the school district.

Application for Extended Sick Leave:

A participant in the sick leave bank may apply for extended sick leave by using the form provided for this purpose (see attached form). The physician's statement must be completed, signed and the physician's stamp verifying the illness or disability and its extent. No more than forty (40) days will be granted a participant at any one time. An updated physician's statement must be submitted every forty (40) days while sick leave is in effect. Pursuant to Article V (1) (F) of the Collective Bargaining Agreement, no more than 120 days may be granted to a participant in any school year.

Procedures for Requesting Sick Days:

1. A completed form, including a physician's signature and stamp, must be submitted to the sick bank committee.
2. The sick bank committee reviews the request. The completed application form is carefully checked. Days are granted if they fall within the purposes of the sick bank.
3. The participant and the payroll office are notified of the determination of the sick bank committee.

Replenishment of the Sick Leave Bank:

When the sick leave bank is exhausted the school business official shall replenish the bank by assessing one day from each of the current participants in the sick leave bank. If any participant in the sick leave bank has no accumulated sick days, the bank will contribute one day until the beginning of the next school year, when the sick day will be paid back to the bank. Members of the bargaining unit who have not previously enrolled in the sick leave bank will be given a thirty-day notice of the deadline for enrollment in conjunction with the replenishment of the Bank.