

CHESTER SCHOOL DISTRICT

EMPLOYEE SICK LEAVE BANK GUIDELINES AND RULES

Committee Members:

Management:

1. Dr. William Kochis
2. Peter Frascella
3. Brad Currie

Association:

1. TBD
2. TBD
3. TBD

Definition:

The Sick Bank Committee is formed by the Board of Education and majority representatives of the largest employee associations for establishing an Employee Sick Leave Bank.

Application Guidelines for Membership in the Employee Sick Leave Bank:

1. The application and guidelines will be available on the district's website.
2. The Employee Sick Leave Bank will have open enrollment once each year (from July 1 to September 30). Employees may submit a completed application during that period in order to become a member of the Employee Sick Leave Bank.
3. Each employee who joins the Sick Leave Bank shall make an initial donation of one (1) sick days from his/her accumulated sick leave. Once donated, the sick days shall not be returned. Each employee who wishes to remain in the Sick Leave Bank must annually donate one (1) additional day to maintain coverage.
4. Should the number of days in the bank fall below 100, an immediate contribution shall be required. Upon such occurrence any current member of the sick bank wishing to remain enrolled shall be required to donate at least one (1) sick day into the bank.
5. Any permanent employee who has worked at least two consecutive years for the Chester School District and has personally accrued a minimum of fifteen sick days shall be eligible to join the Sick Leave Bank.
6. Employees who initially choose not to participate in the sick leave bank may enroll at a subsequent open enrollment period. However, the employee must contribute a number of days equal to those he/she would have contributed had he/she been a member since the initial eligible date at the initial open enrollment period.

Eligibility Guidelines in Order to Use Donated Sick Leave Bank Days

1. The use of sick leave from the sick leave bank must be requested and approved by the Committee prior to the beginning date of withdrawal from the sick leave bank. In the event that a member is physically or mentally unable to make a request, a family member or agent may file the request.

2. The member of the Employee Sick Leave Bank must apply in writing (Sick Bank Donation Form) to the Employee Sick Leave Bank Committee requesting the use of sick leave bank days. The request must clearly state the nature of the illness and the exact leave time requested.

3. The written request must be accompanied by a medical certificate from a physician, clearly indicating the nature of the medical condition, the prognosis and the duration of the leave request.

4. The sick leave bank will provide extended sick leave to a member for unforeseen prolonged illness, injury, quarantine or incapacitation sufficiently severe to oneself so that regular attendance is inadvisable and/or impossible.

Extended leave from the sick leave bank cannot be used for the following:

- A. Illness or hospitalization due to normal pregnancy beyond the member's annual and accumulated sick leave;
- B. A period of disability when monies are paid to a member under worker's compensation.

5. When days are granted, payment will be made in accordance with the district's payroll procedures.

6. The maximum number of sick leave days that can be granted for any single member will be 60 days annually.

7. In no case will the granting of sick leave from the sick leave bank cause a member to receive more than his/her daily annual salary/wage that would have been earned in that fiscal year.

8. The maximum number of sick leave days granted for all members shall not exceed 300 days per fiscal year.

9. Members will not be entitled to accumulate sick leave while drawing sick leave from the sick leave bank.

10. All contributions to the sick leave bank remain the property of the bank and under no circumstances can a member withdraw his/her contributed days from the bank.

11. All contributions to the sick leave bank will remain in force for the fiscal year in which they are contributed and will not be canceled as long as the member is employed.

Operations of the Employee Sick Leave Bank

1. The committee will meet as needed to vote on all employee requests to use days from the sick bank or to discuss any sick leave bank discrepancies cited either by management or by the associations.

2. The Employee Sick Leave Bank committee must approve all requests to use sick leave bank days. Approvals to use days will be granted by a majority vote (4) of all committee members.

3. After proper documentation is received, a decision will be made within 20 days.