

**SICK LEAVE BANK
NON-INSTRUCTIONAL**

The sole purpose of the Sick Leave Bank is to provide additional sick leave to bank members who have exhausted their own sick leave and have suffered an unplanned and prolonged illness or injury that is not covered by workers' compensation or no-fault insurance (Effective April 1, 1990). The Sick Leave Bank will be administered according to the guidelines below. Recommendation for changes and/or interpretation will be made by the Sick Leave Bank Committee subject to the approval of the Superintendent of Schools.

1. All employees represented by the Watertown Instructional Teacher Assistant Association, 12-month Clerical & Support Association, Civil Service Employees Association Local 1000, AFSCME/AFL-CIO, Watertown Schools-Cafeteria Local 823, Unit 716102, Civil Service Employees Association Local 1000, AFSCME/AFL-CIO, Watertown Schools Local 823, Custodial & Maintenance Unit 7161, Management and Management Confidential, and all other employees eligible for sick leave benefits employed by the Board of Education are eligible for membership.
2. Application of membership must be made in writing and to the Payroll Department for returning employees or between June 1 and June 30 or for new employees within the first 30 calendar days of employment. Deduction for returning employees will be made on July 1 of the new year, if needed. Otherwise, membership will be delayed until the following school year.
3. Upon entrance into the sick leave bank, a member will donate one day from his/her personal sick leave accumulation. No further donations will be necessary until the number of days in the bank is depleted to 150 days or less days. In any given year should the bank fall below 150 days, all members will donate one day from his/her personal sick leave accumulation.
4. Days contributed to the Sick Leave Bank are non-refundable.
5. Persons wishing to terminate membership in the Sick Leave Bank must notify the Superintendent of Schools in writing. Termination of membership must be accomplished between July 1 and September 1 of any given year.
6. Before a member can draw on the Sick Leave Bank, all of his/her personal sick leave and **personal days** must have been exhausted. **Furthermore, at the discretion of the Committee, vacation accruals shall be used to the fullest extent possible prior to granting hours from the Bank.**
7. After a member has exhausted his/her personal sick leave, a waiting period of from five to ten working days will occur before drawing days from the bank. The minimum waiting period shall be determined by a unit member's accumulated personal sick leave. If at the commencement of the illness, which results in a request for days from the sick leave bank, a member has 20 or more days in his or her sick leave account, the minimum waiting period will apply. A member having less than 20 days will have a maximum waiting period.

The Sick Leave Bank Committee may waive the waiting period in certain circumstances, based on a unanimous vote of the Committee to waive the waiting period.

8. Benefits can be granted only for personal injury or illness not covered by workers' compensation or no-fault insurance.
9. Benefits received from the bank will not have to be repaid.
10. Maximum benefits for any one individual shall not exceed:

Whichever is Less:

	Work Days	or	Percent to Bank
0-5 years of service in District	15	or	5
6-10 years of service in District	30	or	10
11+ years of service in District	45	or	15

11. Benefits will apply only to days on which the member would have normally received salary.
12. Daily benefits will be calculated by dividing the members' annual salary by his/her work year.
13. Applications for benefits submitted to the Payroll Department must be accompanied by a detailed doctor's statement including such things as a completed diagnosis, expected duration, physical limitations, etc.
14. Benefits may be drawn from the bank by any one member only once in a given fiscal year.
15. All applications for benefits will be reviewed by the Sick Leave Bank Committee composed of one representative from the Watertown Instructional Teacher Assistant Association, 12-Month Clerical & Support Association, Civil Service Employees Association Local 100, AFSCME/AFL-CIO, Watertown Schools- Cafeteria Local 823, Unit 716102, Civil Service Employees Association Local 1000, AFSCME/AFL-CIO, Watertown Schools Local 823, Custodial & Maintenance Unit 7161, Management and Management Confidential Clerical Association, and all other employees eligible for sick leave benefits , and the Superintendent of Schools and/or his/her designee.
16. The Superintendent of Schools may require a member requesting and/or receiving benefits to submit to a physical examination by a doctor of the district's choice.