USD 261 Sick Leave Bank Guidelines

1. The Sick Leave Bank (SLB) is defined as a depository of accumulated chargeable temporary leave which is contributed to by the certified personnel, within the USD 261 school district for their distribution as needed and as approved by the SLB committee.
    a. The purpose of the SLB is intended to assist certified personnel that are facing a serious personal injury or sickness themselves or facing a serious injury or sickness of an immediate family member and no longer have paid time off (PTO) that can be used to cover time away from work.
    b. The SLB is not intended to cover days missed for Mental Health.
    c. An immediate family member is defined as spouses, children, parents, grandchildren and grandparents.
    d. Only personnel that have a recommendation/verification/note from a physician may apply to use the SLB.
    e. The use of the SLB is NOT to be considered as a benefit provided by the Board of Education. (BOE)

2. The certified personnel that decide to participate in the SLB will be required to donate one (1) day from their yearly sick leave to the bank at the start of the school year when they enroll in benefits. Enrollment must be completed by the time Open Enrollment closes of the current school year. Donated days can not be refunded. Once the day is donated it will remain in the SLB until the committee votes on the way for it to be distributed to a certified staff member in need.

3. In the event that the total number of donated days within the SLB drops to two hundred (200) or below, an additional day may be donated on a voluntary basis. Whether participants donate an additional day or not will not dictate their participation in the SLB if they have already donated their one (1) required day that current school year.

4. Certified personnel will not be allowed to withdraw any days from the SLB until their entire personal PTO collection has been used for the current school year.



   a. An application for the SLB can not be requested in advance of an anticipated absence. Days can only be requested after the absence has occurred.

5. Any certified personnel that is granted days from the SLB will be required to repay the SLB one (1) day from their personal PTO the following school year.

6. Any certified personnel that participates in the SLB and has withdrawn the maximum amount of twenty (20) days in the current school year may apply for additional days under extreme circumstances. Additional days can be applied for in increments of 5 days up to a maximum of twenty (20) days within a contract year.

7. A written application is available upon request and a digital copy can be found on the USD 261 home page under the Careers drop down tab and then you will need to click Benefits and Resources. The application is then found under the "Sick Leave Bank" section listed as "Sick Leave Bank Membership Form Certified." If for some reason the link for the form on the district website does not work, right click and select "open link in new window." It might try to download as a PDF and that is okay. Once the window/form is open, you can then print out the application or fill it out as a PDF. You can print out the application and submit a hard copy or you can fill out the digital PDF copy and submit it digitally as well.
   a. Applications need to be submitted within 30 working days after the certified personnel returns to work.
   b. When submitting your application you must put down the dates that you missed.

8. All applications are confidential and approval or denial is determined based on a majority vote held within the SLB committee.
   a. Decisions of the SLB can be appealed to the HEA Executive Board.
   b. If you are unsure if your application/needs meet the SLB guidelines, submit an application with as much of the proper documentation that you have and the committee will discuss it and vote on a ruling to approve or deny.

9. The Sick Leave Bank guidelines will be reviewed at a minimum of once per school year, however the guidelines are a living document and can/will be edited as the SLB committee sees fit.