

SEA SICK LEAVE BANK GUIDELINES

Revised: August, 2016

The intent of the Sick Leave Bank is to provide extended sick leave to a member of the Sick Leave Bank who incurs a period of prolonged personal illness, injury, or hospitalization.

1. Sick Bank Membership is open to members of the SPEED Education Association who have been employed by SPEED for at least one year.
2. Upon joining the Sick Leave Bank, each new member shall donate two (2) sick leave days in his or her first year of membership. New part time employees shall donate one (1) day.
3. If an employee decides to terminate his/her participation in the bank, he/she must do so prior to the enrollment date. The days already donated by said employee shall remain in the bank.
4. Membership in the Sick Leave Bank shall be voluntary. To be a member of the Bank, employees must join each school year by donating one (1) sick leave day for that school year to the Bank. Part time employees contribute a half-day (1/2). Each employee is limited to a total donation of two (2) days in any one school year from the Bank.
5. An employee who has donated twelve (12) days to the SEA Sick Leave Bank, and never received days from the SEA Sick Leave Bank, will not need to donate any days to the Bank, but will remain eligible to receive from the Bank. Should this employee receive days from the Bank, they will need to donate again until they have reached the twelve (12) day maximum again.
(NOTE: This began in Fall of 2007)
6. New Sick Bank members must be enrolled in sick bank for 90 school days before Sick Leave Bank benefits begin.
7. An employee may not withdraw days from the SICK Leave Bank for illness until the employees own accrued sick leave has been depleted, a three (3) day period has transpired without pay for each illness, and a written verification of illness from a licenses physician has been received by the Sick Leave Bank Committee. Days withdrawn from the Sick Leave Bank by a given employee will be limited to a maximum of forth-five (45) days per school year and will not have to be replaced expect as a regular yearly contribution to the Sick Leave Bank.
8. In no case shall the Sick Leave Bank provide days related to when a member is on leave of absence, disability, or absent due to a workman's' compensations issue. Once a workman's compensation claim has been filed with SPEED, in no case will the Sick Leave Bank grant days related to that claim.

9. Sick Leave Bank grants will only be made for the current school year. No Sick Leave Bank grants will be given retroactively for previous school years.
10. The Sick Leave Bank shall be applicable only to the illness for the employee. It is not applicable to any other family member's illness.
11. A Sick Leave Bank Application and a Physician's Statement must be completed on the designated form and returned to the Sick Leave Bank Chairperson or his/her designee prior to sick bank days being granted. It is the applicant's responsibility to ensure that the physician's office will release the requested information to allow the Sick Leave Bank Chairperson to verify the diagnosis, restrictions, and return to work date.
12. The Sick Leave Bank Chairperson or his/her designee must receive both the Sick Leave Bank Application and the Physician's Statement three (3) days prior to the last day of school.
13. Prenatal related complications will only be considered when there is a prenatal health issue, applicant (i.e. toxemia, gestational diabetes, premature labor, bleeding, prenatal exposure to infectious disease).
14. Delivery related applications will be considered according to the following: uncomplicated maternity leave will be considered for up to ten (10) days, delivery resulting in a c-section will be considered for up to fifteen (15) days, all other post delivery compensation will be considered on a case by case basis.
15. Elective surgery applications will only be considered if injury or cancer related (i.e. burns, accidents, reconstructive surgery).
16. Final determination of the number of days to be drawn from the Sick Leave Bank shall be made by the Sick Bank Committee.
17. Any application of five (5) or less days may be granted at the discretion of the Sick Leave Bank Chairperson. Only a Sick Leave Bank Committee notification of the days granted will be necessary.
18. Unused days applied for and granted must be returned to the Sick Leave Bank.
19. All days given will be based on a physician's written return to work date. Sick bank days will not be granted after the physician's return to work date.
20. In the event a member of the Sick Leave Bank is physically or mentally incapacitated and is unable to complete the application for benefits, the Sick Leave Bank Committee, with the approval of the SEA Executive Board, will act on behalf of the member upon exhaustion of his/her sick leave days.
21. In the event a member of the Sick Bank misrepresents information on the Sick Leave Bank Application and/or a Physician's Statement, the sick bank member will not be eligible for sick days and will no longer be eligible to be a member of Sick Bank.