

Appendix A

Sick Leave Bank

7-28-05

The purpose of the Sick Leave Bank is to protect participants from financial loss should an extended illness occur. Sick Leave Bank is reserved for illnesses that are not covered by any other provision of the sick leave policy. Days donated to the Sick Leave Bank are understood to accumulate, except that the ESU #17 Board of Directors and the local educational association agree that a limit may be placed on the total possible number of days to be accumulated.

1. Membership – Any employee of ESU #17 with sick leave benefits (hereafter referred to as member) may belong to the bank if he/she agrees to donate two days of his/her annual or accumulated sick leave to the bank each year that he/she wishes to participate in the plan. Days donated to the bank may not be withdrawn if the member decides to withdraw from the plan at a later date. Memberships will be taken only during the first five working days of the contractual year. By Sept. 15 of each year, the chairman of the Sick Leave Bank shall report a list of all participants in the Sick Leave Bank to the ESU 17 Administrator. All eligible employees will be allowed a one-time only enrollment option. If a member withdraws from the Sick Leave Bank they may not reenter the plan.
2. Benefits – Any member who has contributed to the plan in the current contractual year may draw out additional sick leave if he/she expends the sum total of his/her annual and accumulated sick leave. The total number of sick leave days which a member may withdraw may not exceed 1) the total number of contractual days missed less the total number of personal sick leave days used or 2) 30 days, whichever is less. The Sick Leave Bank shall not be used in cases where other compensation is available to the employee (ex., disability insurance, workmen's compensation, etc.).
3. Withdrawals – When any participating member has used up the entire amount of his/her annual and accumulated sick leave, he/she may apply to the Sick Leave Bank Committee. The following procedures will be followed: 1) fill out a withdrawal request form, 2) return the completed

form to the chairman of the Sick Leave Bank Committee before the employees final contracted week of school. The committee will consider application for additional sick leave and, if granted, a withdrawal will be made from the Sick Leave Bank in the amount stipulated in #2. By August 15th, the Chairman of the Sick Leave Bank Committee will give to the ESU Administrator a list of employees who will receive days from the Sick Leave Bank. Payroll adjustments will be made in July and August if the bank does not have enough days to satisfy all requests. Withdrawals are not limited to the number of days deposited by the individual member but are based on the number of days requested.

4. Limitations – Sick Leave Bank withdrawal will not be granted for routine physical or dental appointments or for business, which can be conducted using personal leave. The staff member’s own sick leave days must have been exhausted prior to being granted Sick Leave Bank days. Hospitalization or serious illness will be considered only for the staff member or immediate family as defined in the current negotiated agreement. The following are excluded from Sick Leave Bank withdrawal: family leave or maternity leave, leave qualifying for long term disability, elective cosmetic surgery, surgery designated to be elective by Blue Cross/Blue Shield, and bereavement. Sick Leave Bank withdrawals per fiscal year for the entire staff will be limited to 90 days or the number of days available in the Sick Leave Bank if less than 90 days are available.
5. Sick Leave Bank Committee – The committee will consist of three individuals that are elected by participating members. Initially, the three individuals will be elected for 3 year, 2 year and 1 year terms. Each year one person will be elected to replace the person whose term has expired. Each newly elected person will serve a three-year term on the Sick Leave Bank Committee. The committee shall determine the eligibility of the claims, administer the Sick Leave Bank, and enforce the rules and regulations. The decision of the committee will be final.