

District 76 Teacher Association
Sick Leave Bank

**Form #2: Request for Sick Leave Bank Day
Award**

I _____ hereby
request that the Sick Leave Bank Committee
grant me _____ days due to a prolonged
personal illness or disability. I understand
that the committee may ask for specific
details including doctor's verification or
other documents as they may deem
necessary.

Print Name

Signature

Date

District 76 Teacher Association Sick Leave
Bank Rules and Regulations

As per the 2004-2007 Collective Bargaining
Agreement between the Board of
Education and the District 76 Teacher
Association, these rules and regulations
have been established and will be
administered by the Union. The Sick Leave
Bank Committee members are listed below.
If you have any questions, please contact
the one of the Committee members. In the
event that you will also need advice on TRS
disability, please contact Union President,
Nancy Berg. Unless the Union and Board
agree to continue this provision, the sick
leave bank will sunset at the end of the
2004-2007 contract.

2004-2007 District 76 Teacher Association Sick
Leave Bank Committee Members

1. Sandy Simonis, committee chairperson
2. Hilde Perrine
3. Jessica Brown
4. Jennifer Vermazen
5. Liz Golden
6. Nancy Berg, Union President

District 76 Teacher Association Sick Leave Bank Rules and Regulations

1. The rules and regulations which follow may be revised whenever the District 76 Teacher Association Sick Leave Bank committee deems it necessary. Any and all changes will be distributed to all Union members as soon as they are finalized, regardless of whether or not the Union member is a member of the Sick Leave Bank.
2. Any Union member may voluntarily join the District 76 Teacher Association Sick Leave Bank. The bank is open to Union members only. Membership shall be regardless of seniority or tenure status. Union members who enroll in the Sick Leave Bank shall be hereinafter referred to as "SLB members".
3. In order to enroll in the Sick Leave Bank, fill out the enrollment form and submit it to the committee. Those seeking to be a member of the Sick Leave Bank may enroll at any time. Upon enrollment, one (1) sick day will be transferred from the enrolling party's accumulated sick days into the bank. A confirmation of the transfer will be forwarded to the enrolling party by the committee.

District 76 Teacher Association Sick Leave Bank

SLB Member Enrollment Confirmation

Dear _____,

We hereby notify you that you have been accepted into the District 76 Teacher Association Sick Leave Bank. On or about _____ one (1) of your accumulated sick leave days will be transferred into the District 76 Teacher Association Sick Leave Bank account. For as long as you remain a member, one (1) additional sick leave day will be transferred into the District 76 Teacher Association Sick Leave Bank account at the start of the school year. Such days are irrevocable.

Sincerely,

X _____
The Sick Leave Bank Committee Member

District 76 Teacher Association Sick Leave Bank

Form #1: Request for Enrollment

I _____ hereby request to become a member of the District 76 Teacher Association Sick Leave Bank. I hereby attest that:

I am a member in good standing of the District 76 Teacher Association.

I have read and understand the rules and regulations which govern the District 76 Teacher Association Sick Leave Bank.

Print Name

Signature

Date

4. At the start of each school year, one (1) sick day will be transferred from the each SLB member's accumulated sick days into the bank. A confirmation of the transfer will be forwarded by the committee to each SLB member.

5. If at any time the sick leave bank falls below thirty (30) days, each SLB member will be required to donate one additional day. In order to remain in the bank, the additional day must be donated or the party will be removed from the bank. Members who are removed from the bank will be allowed to re-enroll by going through the enrollment process listed in #3 above.

6. If the bank has an accumulated ninety (90) days by September 1st, SLB members will be notified that there will not be a transfer to the bank for that year.

7. Days donated to the sick leave bank are irrevocable; once they are donated, they will not be given back under any circumstances. In the event that the sick leave bank does sunset, the days will be distributed back to members on a pro-rata basis. The committee will notify all SLB members at the end of the 2004-2007 contract as to the future of the bank.

8. Days donated to the bank by SLB members will not count as used days and will not count against the earning of *Bonus Days Toward Maximum Accumulation* as specified in the contract, Article VI, section A.4.

9. If a retiring teacher has unused accumulated sick days after attributing them towards TRS creditable service and receiving Article VII, section I.2. *Sick Leave Buyback*, left over days can be voluntarily donated to the sick leave bank.

10. SLB members who wish to request sick days from the bank may qualify if they are experiencing a period of prolonged personal illness or disability. Request for sick leave bank days must be submitted in writing to the sick leave bank committee. The committee may require a doctor's note or other documentation in order to make a determination regarding the request.

11. SLB members can initially request up to 10 days and can apply for an additional 5 more if they are still in need of days. The limit is 15 days per qualifying event. Days do not have to be taken consecutively. Sick leave bank days granted but unused for the qualifying illness will remain in the sick leave bank and will not be transferred to the SLB member. Sick leave bank days which are

granted and are used for the qualifying illness will NOT need to be repaid to the bank at any time.

13. When a request is submitted, it will be reviewed by the Sick Leave Bank Committee. The committee will consist of a representative from each building and the Committee Chair. Anonymity and privacy will be preserved for the applying party to the greatest extent possible.