

The Collective Bargaining Agreement (CBA) between the SCEA-IEA-NEA and D303 provides a voluntary Sick Leave Bank benefit for SCEA members:

Section 5.27. Sick Leave Bank. The Sick Leave Bank shall consist of the accumulation of contributed sick leave days from educators and any balance of days in the Sick Bank as of June 30, 2005. Enrollment and participation in the SLB shall be voluntary.

In the event the Bank is depleted to less than 250 days, every educator in the Sick Leave Bank shall contribute one additional day. All days contributed to the Sick Leave Bank shall be deducted from the accumulated sick leave days that the individual educator has.

The Bank shall be administered by a committee of educators appointed by the Association President. This committee shall decide on individual applications for withdrawal of days from the Bank according to the guidelines developed and implemented by the Association. Those guidelines shall include the following:

1. The educator shall have exhausted his/her individual accumulated sick leave.
2. The maximum days awarded on an illness or injury shall be 90 days.
3. The use of the Sick Leave Bank may be for the employee only.
4. Sick leave days that have been unused by members may not be donated at the termination of employment for retirement or any other reason.

The Association shall provide to the Human Resources Office a roster of SLB membership and shall notify the Human Resources Office of its decisions regarding the granting of days from the Sick Leave Bank. The Administration shall cooperate with the Association in keeping track of the total number of sick leave days in the Sick Leave Bank. The Administration shall notify the Association President of the total number of sick leave days in the Sick Leave Bank at least quarterly.

The Administration shall receive the applications to use the Sick Leave Bank and forward them to the chair of the SLB committee. It shall be the responsibility of the Association to determine if the application is complete.

The Association shall defend and indemnify the Board in any action or complaint arising from the establishment and use of the Sick Leave Bank.

*Sick Leave Bank –
A Valuable Educator
Benefit*



Revised 2012

Frequently Asked Questions

Q: Should I join the Sick Leave Bank?

A: Only you can answer that question. The SLB is a voluntary benefit for SCEA-IEA-NEA members.

Q: How do I benefit if I join?

A: You are eligible for up to 90 days of sick leave pay after you have exhausted your own sick and personal days for a personal illness or injury lasting at least 30 consecutive work days.

Q: What about my own sick leave days?

A: Probationary educators are granted 15 sick leave days each year they are employed (Section 5.24 of the CBA). Tenured educators are granted 15-18 days each year. There is always a possibility that you will suffer a "serious illness or injury" that results in an absence of more than 30 consecutive school days. That is where the Sick Leave Bank comes into play.

Q: How many days can I take from the Bank?

A: Up to 90 days, in 30 day increments, depending upon your Doctor's opinion, and with approval from the Sick Leave Committee.

Q: What if I miss 30 Days, return to work, and then need more treatment?

A: Recurring absences due to the same condition indicated by your doctor's written verification need not be consecutive.

Q: Whose "Serious Illness" is covered?

A: The SLB is for the personal illness or injury of the educator employed by D303 only. You may use your own sick days for the illness or injury of a member of your "immediate family", but NOT SLB. (See Section 5.24 of our Collective Bargaining Agreement for more details.)

Q: What does the SLB cost me?

A: The first year you join the SLB, one of your sick leave days is deducted from your account and deposited into the SLB.

Q: So all I donate is one day when I join?

A: There is a possibility of an assessment of an additional day whenever the SLB balance is less than 250 days. This has occurred in the past. In the

negotiations leading to the current agreement, the SCEA worked with the District to strengthen the SLB.

Q: What do I do if I have opted out of Sick Bank in the past, but want to rejoin?

A: Every bargaining unit member belonging to the Sick Leave Bank shall donate one sick day to the Bank in the year he/she joins or rejoins the Sick Bank for each sick day that has been donated during the opt-out period.

Q: If I withdraw days, how do I repay them?

A: You do not repay days to the Bank. This is a benefit the members of the SCEA have joined together to provide for one another. You make your donation to the Bank and you are eligible to receive the benefit. You do not repay the days you receive in any other way.

Q: Are there other qualifications besides "serious illness" and 30 consecutive work days absence?

A: The educator must have exhausted all his/her own sick and personal leave days. If you do not have 30 sick days of your own you will need to use all of your days and then take enough unpaid days to equal the 30 days.

Q: How do I get days from the Bank?

A: Applications for use of days are submitted to the SCEA SLB Committee through the District Human Resources Office. HR has a form for this purpose. Your application must be accompanied by an original, written verification of your illness or disability by your doctor. The SLB may require that you obtain verification of your condition from a second doctor. Days are extended by the Bank in increments of 30 work days or less.

Q: How do I decline membership in the SLB?

A: You must send a signed letter to the SCEA including:

1. Complete Name
2. School Building
3. Home Address
4. A# (needed for HR to process your request)
5. Statement that you decline membership in the SLB
6. Signature

This letter MUST BE RECEIVED by the SCEA Sick Bank Chairperson, no later than October 10 if you were employed prior to September 1 of that year. If you're hired after September 1, you have 45 calendar days from the date of the School Board minutes recording your employment by D303.

