

Sick Leave Bank Guidelines

1. A Sick Leave Bank shall be established.
2. The intent of the Sick Leave Bank program is to provide a means to assist employees who, because of long-term personal illness, have exhausted their leave benefits and would be otherwise subject to a severe loss of income during a continuing absence from work. The program is not intended to provide supplemental income that would result in compensation levels exceeding normal wages.
3. Each current unit member of PDTA who works .5 or more may join the Sick Leave Bank.
 - a. Current unit members that have completed a minimum of 2 years of service may enroll in the Sick Leave Bank by contributing 4 days of accumulated sick leave. This makes that member eligible for 30 days maximum from the Sick Leave Bank. Unit members that have not completed 2 years of service may enroll on a prorated basis with the following options:

Years of Service	Year 1	Year 2	Year 3	Year 4
Days contributed	1	1	1	1
Days available in the Sick Leave Bank	10	20	30	30
Days contributed	0	2	1	1
Days available in the Sick Leave Bank	0	20	30	30
Days contributed	0	0	3	1
Days available in the Sick Leave Bank	0	0	30	30
Days contributed	0	0	0	4
Days available in the Sick Leave Bank	0	0	0	30

- b. The contribution must be made in writing, by completing the enrollment form. The form must be submitted to the PDTA President.
 - c. New enrollees must enroll by October 31 in any given year.
 - d. Should the Sick Leave Bank be depleted to 500 days available, all current members will be assessed 1 additional day or have the opportunity to withdraw from the program.
4. A committee consisting of the Association President, Grievance Chair, Health and Safety Chair, the Building Representative from the applicant's building, and the Director of Human Resources shall administer the implementation and functions of the Sick Leave Bank. The Sick Leave Bank Committee shall have the authority to resolve all issues related to the Bank. The decisions of the Committee will not be subject to the grievance procedure.

5. The following procedures and guidelines have been established for utilization of the Sick Leave Bank.
 - a. Any PDTA unit member who has contributed to the Sick Leave Bank will automatically be a member in the Sick Leave Bank.
 - b. No benefits may be used while on unpaid leave of absence or after leaving the employ of Pittsford Central Schools.
 - c. A member may withdraw from the Sick Leave Bank, but may not take back contributed days.
 - d. Only persons who have contributed to the Sick Leave Bank may make a request for Sick Leave Bank days.
 - e. A completed request form must be submitted to the Association President.
 - f. The member must suffer a prolonged illness. Prolonged illness is defined as an employee illness that extends for more than 15 consecutive school days.
 - g. The member must have exhausted all Prolonged Illness Days.
 - h. The member must have no more than 10 Personal and Family Illness Days available.
 - i. A member may draw up to their maximum (see section 3a) from the Sick Leave Bank in any given school year.
 - j. The Sick Leave Committee may require submission of a doctor's statement.