



**St. Charles Education Association  
Sick Leave Bank  
Rules and Regulations  
Revised 2018**

The intent of this plan is to provide extended sick leave to those educators who incur a period of personal **serious and/or prolonged** illness or hospitalization and who have used all of their personal sick leave.

**Section 1:** Regulations defined by the Professional Agreement (section 15.9 -- Sick Leave Bank)

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

**Section 2:** Regulations adopted by the SCEA Representative Assembly September 23, 2008.

1. Membership in the sick leave bank is automatic unless declined. Educators who wish to decline participation in the sick leave bank for a school year must notify the Association no later than October 10 of a school year. If an educator is hired after September 1, the educator must notify the Association within 45 days of hiring. This election to decline participation is binding and cannot be reversed until the first day of school in the following school year. The procedures for declining participation are listed in Section 3.
2. Every new bargaining unit member shall donate one (1) sick day to the bank in the year he or she is first employed by the district. For educators who are employees of the District on September 1, this sick day will be withdrawn on or after October 30. For educators who are hired after September 1, this sick day will be withdrawn no sooner than 60 days after the date of hire.
3. 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 if a sick day has been donated during the opt-out period.
4. The first thirty (30) school days of illness or disability will not be covered by the bank, but must be covered by the person's own accumulated sick leave, or absence without pay.
5. Recurring absences due to the same illness or disability indicated by a doctor's written verification do not have to be consecutive. The first thirty (30) school days that are not covered by the bank must occur within a rolling twelve month period.
6. An employee withdrawing from the bargaining unit or the sick leave bank for any reason shall not be allowed to withdraw the sick days they have contributed to the sick bank.

7. Persons withdrawing sick days from the bank shall not be required to replace those days except as a regular contributing member of the bank.
8. Applications for withdrawal of days from the sick bank shall be submitted to the Association Sick Bank Committee through the District's Human Resources Office and must be submitted on the Committee's designated forms. In addition, applications must be accompanied by an original, written verification of illness or disability by a physician licensed to practice in the state of Illinois. This verification must be submitted using the appropriate form.
8. The Sick Bank Committee reserves the right to require an additional doctor's examination with a doctor of the Sick Bank Committee's choice, who is a part of the member's insurance plan, prior to awarding sick days, at the member's expense.
9. The Sick Bank Committee will award days in increments of no more than thirty (30) at a time per member. Members who require more than thirty (30) days from the sick bank will be required to submit verifications as requested by the Sick Bank Committee.

### **Section 3: Procedure for declining participation in the Sick Bank**

To decline to participate in the sick leave bank, send a letter to the SCEA Sick Bank Chairperson, currently Shari Hayes at St. Charles North High School, stating the following:

1. Complete Name
2. School Building and assignment
3. Home Address
4. A# (necessary for Human Resources to process your request)
5. Statement that you wish to withdraw from the sick bank.
6. Signature

This letter must be received no later than October 10 in order for your request to be granted.

## **E-mail messages will not be accepted.**

If you choose not to participate, you will be ineligible to apply for sick days from the sick leave bank for the remainder of the school year. You will be able to join the sick bank during October of the following year.