

SICK LEAVE BANK
(Last revised 9-14-17)

1. The purpose of the sick leave bank is to relieve teachers from undue financial burdens as a result of an absence from work due to illness, injury, or incapacitation sufficiently severe that would make their presence in school inadvisable.
2. Any teacher in the bargaining unit as defined in Article I paragraph "A" shall be eligible to become a member of the sick leave bank.
3. All donated days lose their identity and become the property of the sick leave bank.
4. The bank shall be formed by voluntary participation and voluntary donations of one (1) personal leave day by teachers who then become members.
5. Teachers will have thirty (30) days after the ratification of any new agreement to join the sick leave bank.
6. The bank will be open for teachers to become members for thirty (30) working days following the opening of school each year.
 - a. New teachers may become members and if so, they will contribute for the first time. The donation must be made within thirty (30) working days following the date of employment.
 - b. Teachers who have been in the school corporation may become members by paying all back assessments that would have been paid had the teacher joined the bank when that teacher first had the opportunity to join.
 - c. The corporation shall provide the sick bank committee and president of the CCCTA a yearly accounting of the sick bank. The accounting shall be provided within thirty (30) days following the last date for new members of the sick bank to join the bank. The accounting shall include a listing of the members of the sick bank including the date the member joined the bank and the number of days donated by the member, total number of days in the bank, and the number of days expended from the bank.
7. The maximum number of days that may be granted per teacher shall be twenty-five (25) working days per school year. At the teacher's request, the committee may grant additional days beyond the maximum, provided there are days remaining in the sick bank.
8. Upon return to work, the member shall repay the Sick Leave Bank the number of days used at the rate of one (1) day per school year. Repayment will begin with the school year immediately following withdrawal of days from the bank. Days borrowed after 9-14-17 must be repaid at the rate of three (3) days per school year. A teacher may elect to pay back days more quickly by contacting the corporation treasurer.
9. If a former Cowan bargaining unit employee is reinstated, the employee may return as a member of the sick leave bank.

At such time as the Sick Leave Bank account falls below twenty (20) days, an obligatory assessment of one (1) sick day leave shall be made upon all current members of the Bank who have personal sick leave days. For those who have used all sick leave days, such assessment may need to be made the following school year in order to balance the account.

If a member of the Bank retires, resigns or for other reasons leaves the school corporation before the repayment to the Bank has been completed, the debt shall be waived.

10. The bank shall be a continuous year-to-year entity.
11. The sick leave bank committee shall consist of a committee of three (3) elected by the members of the sick leave bank plus a chairperson. The committee shall elect the chairperson. The chairperson shall organize the committee and run meetings, but he/she will only vote in rare cases where a tie might exist.
12. Additional loan requests to the bank will be scrutinized more strongly if days are still owed from a previous illness or injury.
13. The procedure to obtain use of the sick leave bank is as follows:
 - a. Written application by the teacher or a member of the teacher's family accompanied by a physician's certificate stating the nature, length of the disability, and prognosis of the teacher's condition, shall be submitted to the chairperson of the sick leave bank committee.
 - b. The applicant must be a member of the sick leave bank.
 - c. The bank may be used only by the individual contributor for his/her personal illness.
 - d. Days from the bank may be used only for those working days that the individual contributor is contracted during the regular school year.
 - e. The applicant must use all available sick leave days before application for use of the sick leave bank will be approved by the sick leave bank committee. The committee shall have five (5) working days to act on the request. Payment shall be retroactive to the first day that the applicant exhausted his/her sick leave.
 - f. Application shall be acted upon by the entire committee, and any positive decisions must be by a majority vote of the committee. The chairperson shall inform the applicant, or where advisable a member of the family, of the decision of the committee. The decision of the sick leave bank committee shall be final.
 - g. The chairperson shall report any positive committee decision to the corporation treasurer.
 - h. The maximum number of days that can be granted by the sick leave bank committee is sixty (60) days for any one school year.