

Administrative Procedures
For
Sick Leave Bank
July 1, 2005
Revised on 10/30/07

A sick leave bank shall be maintained and shall consist of the accumulation of contributed sick leave days from teachers. The sick leave days of each retiring teacher in excess of three hundred forty (340) shall be deposited in the sick leave bank upon the date of his or her retirement. **The minimum days available in the sick leave bank shall be 120.**

Assessments: New hires beginning the school year in the fall of 2008 and after shall be assessed one sick day in year one and one sick day in year two to be contributed to the sick leave bank.

Special assessments: in the event the number of days in the bank is depleted to less than 120 days, each full-time teacher shall contribute one (1) additional day and each part-time teacher one (1) pro-rated day according to the teacher's full time equivalency with the following exceptions:

- Teachers with less than twelve (12) days of sick leave shall not be so assessed;
- Teachers who have a retirement notice on file in the Superintendent's office shall not be so assessed;
- Teachers who apply for and are approved for exemption due to extenuating circumstances.

The granting of sick leave bank days shall be determined by the Superintendent or designee and the KEA President or designee. They shall rule on the individual application for withdrawal of days from the bank within the following guidelines.

1. The bank shall be applicable to extended absence due to illness or accident of the employee only.
2. The teacher shall have exhausted his/her individual sick leave. See also 6.1 D.
3. The teacher must have an illness or accident requiring an absence of more than (30) additional working days beyond the point he or she exhausts sick leave.
4. The teacher shall supply such medical reports as deemed necessary.
5. The teacher shall not be required to pay back the number of days awarded by the bank.

Teachers requesting to use the sick leave banks should make such a request in writing stating:

1. The date their accumulated sick leave days will be depleted; and
2. The approximate number of days requested from the bank. In the event additional days are needed from the bank, the teacher re-submits his/her request, including updated medical information and the approximate number of additional days needed.

The request should be sent to the Superintendent or designee and a copy sent to the President of KEA or designee. The request should be accompanied by medical documents. In the event an illness were to extend through the summer months and into a subsequent school year, the teacher must first have depleted his/her contractually granted sick leave days for that school year (11 or 12), as well as any personal days that may have reverted to sick leave days. He/she may then be granted additional days from the sick leave bank. Requests for such days must be re-submitted in writing as outlined above. The denial of any request may be appealed to the sick leave bank committee, the decision of which is binding.

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