

Sick Leave Bank Procedures Educational Support Staff

E. Sick Leave Bank:

1. Enrollment and participation in the educational support staff sick leave bank shall be voluntary.
2. The sick leave bank shall consist of the accumulation of contributed sick leave days and any balance of days in the bank on June 30th of each year.
3. All educational support personnel that earn sick leave days are eligible to participate in the sick leave bank.
4. A staff member may elect to join the sick leave bank within 10 days of employment. Once an employee has decided to join the sick leave bank they must participate until the end of their employment with Kaneland.
5. The sick leave bank would be funded as follows:
 - a. Each participant would contribute one sick leave day when they join.
 - b. Any sick days that are lost because of the sick leave cap will be added to the bank.
 - c. An additional day will be assessed whenever the total number of days in the bank is less than half the number of participating members. No more than two (2) days will be assessed per year. Employees who apply for and are approved for exemption due to extenuating circumstances may be excused from contributing.
6. This plan will be administered by the Assistant Superintendent for Human Resources and a representative from the educational support staff.
7. The committee will grant days from the sick leave bank using the following criteria:
 - a. The employee shall have exhausted his/her individual accumulated sick leave. The employee must submit a request for sick leave bank days within 10 days from the time sick leave has been exhausted.
 - b. Days from the sick leave bank may be used for the employee only.
 - c. The staff member must have an illness or accident requiring an absence of more than ten (10) consecutive working days.
 - d. The sick leave bank is intended to cover individuals that have a catastrophic illness or accident which would cause a financial hardship. Income coming from sources such as workers' compensation will be considered by the committee prior to making a decision. Medical reports will be required as deemed necessary and must be provided to receive a grant from the sick leave bank.
 - e. The maximum number of days granted for an illness or accident shall be thirty (30) days. A maximum grant per application will be twenty (20) days.
 - f. Members shall not be required to pay back the number of days awarded by the bank.