

ADMINISTRATIVE PROCEDURES
For
SICK LEAVE BANK
As Of July 1, 2005

Note: For the 2005-06 school year the sick leave bank shall continue as indicated on pages 15 and 16 of the 2004-05 contract, except that 10 days in #5 shall be changed to 30 days, and the last sentence of #5 shall be deleted.

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 maximum days, in any given year, available in the sick leave bank shall be twice the number of sick leave eligible employees.

Special assessments: In the event the number of days in the bank is depleted to less than one-half (1/2) of the number of sick leave eligible employees, 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 thirty (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 bank should make such 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 the 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, but he/she may 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.

Bernie Looney
Asst. Supt. of Human Resources
8-30-05

Kuo Wen
KEA President
8/30/05

To: KEA members
From: Kris Weiss *Kris Weiss*
Bernie Looney *Bernie Looney*
Re: clarification of sick leave bank procedure
Date: September 26, 2005

Bernard Looney
Dist.

Recently KEA and district administration met to discuss the need for a clarification to one of the guidelines in the "Administrative Procedures for Sick Leave Bank" that was recently sent to KEA members

According to the old contract, to access the sick bank, ONE of the guidelines was, "The teacher must have an illness or accident requiring an absence of more than ten (10) working days. Days awarded would then be retroactive to the first day of eligibility."

The new contract (2005-2008) states: "There will be a sick leave bank. The operational procedures and all other terms will be determined by a committee that shall consist of three teachers appointed by the KEA President and three administrators appointed by the Board President. All proposed changes in procedures or terms require four votes to be adopted and must be determined by the end of May for the next school year. Information regarding the sick leave bank is available from the KEA President or the District Human Resources Office."

Although the above language is the only language actually in the contract, part of the agreement negotiated last year was to change the old guideline from 10 days to 30 days and to delete the last sentence. The new wording states that, "**The teacher must have an illness or accident requiring an absence of more than thirty (30) working days.**" This change is not in the contract, but is now the default guideline from which the sick bank committee can operate. This is not the sentence that was deleted. The deleted sentence was that of retroaction.

What this means is that after a member exhausts all their own sick days, they can be eligible for the sick bank after 30 days have passed. This 30 day period includes whatever sick days of their own that they were able to apply within that time. Following are some examples to help illustrate this.

1. Person has 12 sick days and is absent 35 days: The first 12 days are paid as the person's sick leave days, the next 18 days are unpaid, and on the 31st day, the individual is eligible to apply for the sick bank for their absences for days 31-35.
2. Person has 42 sick days and is absent 30 days: All 30 days are paid as the person's sick leave days, the individual has 12 sick days remaining.
3. Person has 33 days and is absent 39 days: The first 33 days are paid as the person's sick leave days, and on the 34th day, the individual is eligible to apply for the sick bank for their absences for days 34-39.
4. Person has 35 days and is absent 32 days in September and absent 8 days in January for the same illness/injury. The 32 days in September are paid as the person's sick leave days, and the individual has 3 days remaining at that time. In January, the first 3 days of the 8 day absence is paid as the person's sick leave days, and on the 4th day, the individual is eligible to apply to the sick leave bank for their absences of days 4-8.