

Altoona Area Education Association

SICK LEAVE BANK

A Sick Leave Bank shall be established to which employees may contribute days of personal sick leave to establish membership and from which Sick Leave Bank members may apply to withdraw days of personal sick leave. Such Sick Leave Bank shall be administered by the Sick Leave Bank Committee that shall establish and furnish to the employer a copy of the rules and regulations governing the same. The Sick Leave Bank Committee shall certify to the employer the contributors thereto and the employer agrees to honor withdrawals therefrom upon proper certification by the Sick Leave Bank Committee. The Sick Leave Bank Committee shall consist of five members of the Altoona Area Education Association. The rules by which the Sick Leave Bank will be conducted shall be as follows:

I. Purpose

This Sick Leave Bank is instituted for the protection of members of the bargaining unit and is intended to be beneficial to the Board as well as to its employees in the unit.

II. Membership

- a. The Sick Leave Bank is voluntary for all full-time and part-time professional employees as recognized in the collective bargaining agreement between the Altoona Area Education Association (AAEA) and the Altoona Area School District (AASD). However, only participating members may benefit from the program.
- b. To become a member of the Sick Leave Bank, bargaining unit members shall agree to donate a minimum of three (3) sick days to the bank. Said days will be collected at a rate of one (1) day per year over the course of three (3) consecutive years of employment. Membership in the Sick Leave Bank is established in the first year of said donations.
- c. In the event of a depletion of days in the Sick Leave Bank, an additional day, but not more than one (1), may be assessed in any contract year when the number of days available in the Sick Leave Bank drops below one-half (1/2) the total number of active participants.

III. Enrollment

Members of the bargaining unit must enroll during the annual enrollment period in order to become a member of the Sick Leave Bank. Said enrollment period will be from the first day of school until the last day of September each year. Anyone not enrolled during this time will not be eligible to become a member of the Sick Leave Bank until the following year's enrollment period.

IV. Method of Administration

- a. All accumulated sick leave and personal leave will be used before an individual is eligible for any Sick Leave Bank days.
- b. The point in time at which an individual shall become eligible for benefits shall be based on the amount of sick and personal leave accumulated by the individual as of the first day of the contract year in which the request for benefits is made. The following scale demonstrates the waiting period and is based upon an employee's accumulated sick and personal leave. The waiting period is measured in scheduled work days.

<u>Accumulated Leave</u>	<u>Waiting Period</u>
Up to 15 days	5 days
More than 15 days	3 days
More than 30 days	1 day
More than 50 days	0 days

- c. The incapacity, accident, or illness must be of a nature that it is necessary during the school year.
- d. Each case, in regard to eligibility, duration of time, and return to service will be handled on an individual basis.
- e. A physician's written prognosis and signature must accompany any request for withdrawal from the Sick Leave Bank.
- f. The Sick Leave Bank may not be used for cases of pregnancy nor while on maternity leave.
- g. While using days from the Sick Leave Bank, individuals are prohibited from working at any other job.
- h. Any Sick Leave Bank member wishing to apply for withdrawal of days from the Sick Leave Bank shall submit a written request for such withdrawal to the Sick Leave Bank Committee c/o the AAEA on the withdrawal form.
- i. Approval of a request for a withdrawal of days from the Sick Leave Bank will be granted upon affirmative vote by a majority of members of the Committee within five days. The Committee, upon a majority vote, may require the opinion of a physician of its choosing in cases of frequent requests from the same individual.
- j. Any accident not covered by Workers' Compensation will be treated in the same manner as other illnesses regarding withdrawals from the Sick Leave Bank. Absences covered by Workers' Compensation will continue to be treated according to the past practice of the District.
- k. Days donated to the Sick Leave Bank shall not be counted as sick days used and will not affect the incentive for perfect attendance.
- l. A program member may rescind membership in the Sick Leave Bank at any time provided that he or she has donated all three (3) days or has not benefited from Sick Leave Bank days in any amount. Written notification should be sent to the Sick Leave Bank Committee or AAEA President. Days previously donated may not be withdrawn from the Sick Leave Bank.

V. Makeup of the Committee

- a. Volunteers to serve as members of the committee will be solicited from the participants in the Sick Leave Bank.
- b. The five members of the Committee will then be appointed by the President of the AAEA and approved by the AAEA Executive Committee.
- c. At least one member of the Sick Leave Bank Committee will be a nurse.
- d. In the event that a member of the Committee is no longer able to serve, new volunteers will be solicited.

VI. Board Indemnification

The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or any other form of liability that shall arise out of or by reason of action taken or not taken by the Board for purposes of complying with any provision of this Section, or in reliance of any list, notice, or assignment furnished under any such provisions.