FOR INFORMATION: Sick Leave Bank

Recognizing the toll that illness can take on employees both physically and financially, a Sick Leave Bank was established nearly 32 years ago through Board Policy 3432. The Sick Leave Bank was designed as a voluntary, income protection program for short-term illnesses or medical conditions. As Policy 3432 states:

A sick leave bank shall be established to relieve its members from undue financial burden due to absence from work because of illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. The purpose of the bank is not to provide compensation for extended disabilities. All members are urged to participate in the corporation approved disability and income protection plan and to utilize available salary schedule fringe benefits to offset plan costs.

Throughout its 32-year history, Sick Leave Bank has maintained healthy levels from year to year, only dipping below 400 days in the 1990-91 school year. However, the Sick Bank began to show signs of crisis in 2000-01 and this trend continued for several school years. The Bank ended the year in negative numbers not only in 2000-2001, but also in 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, and 2006-2007. Last school year (2006-2007) was the lowest point in The Bank’s history, closing the year at a negative (-) 623.75 days. More than 1,000 days were legitimately withdrawn by members that school year due to several of the following factors:

- Extensive surgeries i.e. knee replacement, rotator cuff etc…
- Long-term illnesses i.e. cancer
- Increased maternity leaves
- Complications due to maternity i.e. post partum depression, pre-mature births
- Stress and psychological issues
- The lack of incentive to move to Long-Term Disability (LTD) given current Sick Leave Bank language.

Beginning the 2007-2008 school year with a forwarding balance of 38.51, MCCSC and MCEA came together to develop a strategy to repopulate The Bank, requiring existing members to donate two additional days in order to maintain membership. Our employees responded with resounding support with additional contributions totaling more than 1,300 days. While the strategic maneuver did give The Bank a chance to rebound, supplemental safeguards were still needed to ensure that it remains a healthy mechanism for the future. Therefore, MCCSC and MCEA have made amendments to the administrative guidelines of Sick Bank Policy 3432.
A sick leave bank shall be established to relieve its members, who voluntarily choose to participate, from undue financial burdens due to absence from work because of illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. The bank may be used only by the individual contributor for his/her own illness/disability. The purpose of the bank is not to provide compensation for extended disabilities. All members are urged to participate in the corporation approved disability and income protection plans and to utilize available salary schedule fringe benefits to offset plan costs.

1. The Sick Leave Bank will be established for the voluntary participation of all teaching and administrative personnel of the Monroe County Community School Corporation. The Sick Leave Bank is excluded from the Grievance Procedure.

2. Membership in the bank program will be open to all teaching and administrative personnel. Teachers serving on temporary contracts are not eligible for participation in the Sick Leave Bank. A member will be defined as a teacher or administrator who has made at least the required minimum initial contribution of sick leave days to the bank at the appropriate time of enrollment. Non-teaching and non-administrative members in the Sick Leave Bank as of June 30, 2008 are grandfathered.

3. All participants in the sick leave bank will make a contribution of six (6) days to establish a sufficient pool of days from which to draw. Days must be contributed by September 1 of each school year or within seven (7) weeks of the first day of employment. This contribution will be at the rate of at least two (2) days per year until the full number of six (6) days is contributed. Sick leave days donated to the bank are considered a permanent contribution and are not transferable to another school corporation.

4. Members will be required to contribute additional days when in the judgment of the Sick Leave Bank Committee the necessity arises.

5. Opportunity for enrollment will be extended in the following manner:

   a. All new teachers will be allowed to enroll by contributing two (2) sick leave days per year until the contribution level called for in paragraph 3 is reached. New employees will have a period of seven (7) weeks subsequent to their first day of employment to join. Teachers electing not to participate in the sick leave bank must sign two (2) copies of a waiver, one to be kept on file with the Corporation and one sent to the Association. A list of those new hires not yet enrolled in the sick leave bank, including those who have signed the waiver, will be forwarded to the Association president by September 15th of each school year with the understanding that the Association will contact these teachers. Teachers who signed a waiver may rescind the waiver and join the sick leave bank provided they do so within seven (7) weeks subsequent to their first day of employment.
b. Teachers returning to service after resignation or leave of absence who were not under contract after October 15, 1980, may join under the same conditions as a new employee.

c. An opportunity for enrollment in the sick leave bank will be extended to all non-members between the beginning of the 2004-05 school year and October 1, 2004. Non-members who enroll in the bank under this subsection waive the right to claim sick leave bank assistance for pre-existing conditions as defined by the MCCSC health insurance plan (conditions existing within the six [6] month period prior to enrollment) until they have been in the sick leave bank for two (2) years. [See also: paragraph 3 above]

d. Enrollment forms will be distributed by building administrators to eligible employees at the beginning of each school year.

6. The Personnel Office will maintain a record of the total number of days in the bank based on these voluntary MCCSC-MCEA Collective Bargaining Agreement – Effective August 15, 2006-August 14, 2009 – page 66 contributions. This deduction will come from the individual's sick leave days no later than October 15.

7. Any participating member who has exhausted his or her accumulated sick leave and who has also used three (3) uncompensated sick leave days will be eligible to apply to the Sick Leave Bank committee. The number of days granted to any member during any school year will be limited as follows:

<table>
<thead>
<tr>
<th>Years of Service to MCCSC</th>
<th>Maximum Number of Days in any Four-Year Period</th>
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<tbody>
<tr>
<td></td>
<td>Per Year</td>
</tr>
<tr>
<td>10 or less</td>
<td>60</td>
</tr>
<tr>
<td>11 &amp; over</td>
<td>90</td>
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Applications will be made in writing to the Committee and will be accompanied by a physician's statement describing the nature of the disability. Application for a grant may be made by a personal representative of the applicant in cases where the individual participant is unable to do so. Extension of sick leave will not be granted beyond the period when a teacher would or could be eligible to receive benefits of the School Corporation's long-term disability program.

8. After a member of the sick leave bank has drawn a total of days equal to the total required contribution from the pool, he shall repay one (1) full sick leave day for every two (2) additional days granted from the pool. This reimbursement rate shall not exceed two (2) days per contract year except as follows: at the time of retirement, resignation, or long-term disability, days still owed at the one-for-two rate shall be immediately deducted from the member's accumulated sick leave until either the debt is met or ASL is exhausted, whichever is less, and no additional assessment for non-reimbursed days will occur.
9. Upon notification from the Sick Leave Bank Committee, the Personnel Office will charge to
the sick leave bank or deduct contributions or reimbursements from a member's ASL and
credit such to the sick leave bank.

10. The sick leave bank will be administered by a committee of six participants who will be
appointed for two (2) year staggered terms, by the President of the MCEA and the
Superintendent. The MCEA President will appoint four (4) committee members and the
Superintendent will appoint two (2) committee members. The first appointments will be
made as follows: The MCEA President will appoint two (2) members for one (1) year terms
and two (2) members for two (2) year terms. The Superintendent will appoint one (1) member
for a one (1) year term and one (1) member for a two (2) year term. The entire membership of
the committee will select one of the members to act as chairperson for the duration of the
school year. The committee will meet during the school year as needed. Special meetings
may be called by the chairperson or at the request of the committee members. A majority of
committee members will be required for any official action of the committees.

11. The Sick Leave Bank Committee may grant, deny, or suspend grants of sick days from the
bank. Grants may be retroactive or may be made in advance.

12. The Sick Leave Bank Committee may ask the applicant to be examined by a physician,
specialist, or psychiatrist designated by the committee before granting such leave and at any
time during the leave at the expense of the applicant.