SICK LEAVE BANK

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 may be asked will be required to contribute additional days when in the judgment of the Sick Leave Bank Committee the necessity arises. When such an additional assessment is required (as in 1992-1993), members who have either met the previous requirement or who have contributed less than the requirement will only be eligible for continuing membership in the sick leave bank program upon contribution of either the increase or at least two (2) days per year (whichever is less) until the contribution level called for in paragraph 3 is reached.

5. At the time of retirement, a retiring teacher may donate up to five (5) days of his/her accumulated sick leave to the Sick Leave Bank.

6. 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.

   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 until October 11, 1992. Non-members who enroll in the bank under Section C, waive the right to claim sick leave bank assistance for pre-existing conditions until they have been in the sick leave bank for two (2) years.
d. Enrollment forms will be distributed by building administrators to eligible employees at the beginning of each school year.

7. The Personnel Office will maintain a record of the total number of days in the bank based on these voluntary contributions. This deduction will come from the individual's sick leave days no later than October 15.

8. 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>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 10 or less</td>
<td>60</td>
</tr>
<tr>
<td>5-9 11 &amp; over</td>
<td>90</td>
</tr>
<tr>
<td>10 &amp; over</td>
<td>120</td>
</tr>
</tbody>
</table>

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.** Any persons with unusual circumstances not accounted for above may be allowed sick leave bank benefits on an individual basis with the approval of the Sick Leave Bank Committee.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

Approved 2/26/76
Amended 8/14/80; 9/9/91; 8/19/08