

## Sick Leave Bank Checklist

Name \_\_\_\_\_ Due Date \_\_\_\_\_

Certified   
Classified

Building \_\_\_\_\_ Assignment \_\_\_\_\_

Sick Leave Balance \_\_\_\_\_ as of \_\_\_\_\_

According to the collective bargaining agreement if an employee exhausts sick leave but has not qualified for disability retirement benefits, additional sick leave may be granted from the sick leave bank.

\_\_\_\_\_ Donated to the Sick Leave Bank within current enrollment period  
(employees who wish to be eligible to  
withdraw days must be donors)

\_\_\_\_\_ Obtain Sick Leave Bank form from Sick Leave Bank Chair no later  
than 14 days from anticipated leave

\_\_\_\_\_ Provide statement from physician confirming catastrophic illness  
or injury (including serious diseases  
such as heart disease, cancer, etc., but shall be for the  
employee's illness or injury, not for illness or  
injury in the family or pregnancy)

\_\_\_\_\_ Submit application and written physician statement to the Sick  
Leave Bank Committee

Please note the following when applying to the sick leave bank:

- An employee may be advanced up to seventy five sick days from the bank during the term of the Collective Bargaining Agreement in accordance with:
  - ❖ Up to forty-five days in any one year of the Agreement
  - ❖ Up to fifteen days in any other year of the Agreement that the forty five days were not taken.
  - ❖ An employee must be on active status in order to be eligible to apply for sick leave from sick bank.