

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.