



HUMAN RESOURCES

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BOCES FACULTY ASSOCIATION SICK BANK GUIDELINES

BFA Representatives

Paula Goehring

Nancy Arciuolo

Administration Representatives

Sue Moraca

Norah Merritt

SICK LEAVE BANK

Mission: Article XIII, 1977-80 Agreement provides, "A sick leave bank shall be created...(details)... The bank shall be administered by a committee of two administrators appointed by the Superintendent and two unit members appointed by the Faculty Association who shall act upon withdrawals. Withdrawals from the Bank shall be limited to unit members who are involved in catastrophic illnesses or accidents and who have exhausted their sick leave time."

Members: *John Fiore, Keith Greeney, Edward Nadzeika, Lois Spiegel*

Operational Guidelines Established by the Committee

1. A waiver form, designed by the Committee, must be used to join the Bank.
2. Nature of hardships in any individual case will be brought to the Committee by the individual involved (or representative) in writing.
3. Pertinent medical data must be presented to the Committee by the individual. Forms have been developed by the Committee.
4. The Committee will, in reviewing requests for granting sick leave from the bank to any individual, consider:
 - a) Intention to return to his or her job
 - b) Reviewing awards on a biweekly basis
 - c) Limitation of total award to any individual to be 90 days
 - d) Those days when there is no scheduled commitment to work will not be counted as sick leave days granted, i.e., summer.
 - e) Snow days or unscheduled closed days will not be excluded from days granted from the bank.

5. A record of awards will be kept by the BOCES Central Business Office.
6. One appointed member of the Committee will be replaced each year on an alternating basis to bring about some change in the Bank's administrative committee membership, yet maintain continuity.
7. There will be no scheduled meetings of the Committee, but meetings may be called by any member.
8. Requests for use of the Sick Leave Bank must be made in writing to the below mentioned members.

Adopted 12/11/80

ADDENDUM

Addendum: June 23, 1992

9. Preexisting compensation situations, prior to BOCES employment, will not be considered for withdrawal from the Sick Leave Bank.
10. Any moneys received for lost time from compensation must be returned to BOCES when Sick Bank time is granted. Such payment will be made upon receipt of a check from BOCES.

Members: *John Fiore, Maria Glover, Laszlo F. Nagy, Catherine A. Stickley*

Addendum: May 4, 1995

Effective September 1, 1995:

11. According to Article V of the current contract with BOCES, all full-time unit members are eligible to join the BOCES Faculty Association Sick Bank. All full-time unit members shall be eligible to participate, but those not electing to contribute one day from their accumulated sick leave shall not be eligible to receive time from the sick leave bank.
12. At the opening of school each year, all full-time unit members electing to participate in the BFA Sick Leave Bank shall have **thirty (30) days from the opening day of school to enroll**. Any full-time unit member employed after the opening of school shall have **thirty (30) days from the date of his/her Board of Education appointment date to enroll**. All BFA Sick Leave Bank forms must be returned to the BFA designated person within this thirty (30) day time limit.
13. **If the BFA Sick Bank Application Form is not received within the time limits as stated above, it is understood that participation in the BFA Sick Bank is being declined.** Any questions regarding the sick bank should be directed to any member of the Sick Bank Committee.

Members: *Anna Marie Martino, Maria Glover, Carol Hess, Laszlo F. Nagy*