

DUTCHESS CES

HUMAN RESOURCES

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SUPPORT STAFF ASSOCIATION SICK BANK GUIDELINES

SSA Representatives

Jaime Keener

Celia White

Administration Representatives

Norah Merritt

Sherre Wesley

SICK LEAVE BANK

Mission: 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 Support Staff 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."

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 Personnel 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 above mentioned members.
9. Pre-existing compensation situations, prior to BOCES employment, will not be considered for withdrawal from the Sick Leave Bank.
10. Any compensation received for lost time from workers' compensation must be returned to BOCES if Sick Bank time was granted. Such payments will be considered satisfied upon receipt of a check to Dutchess County BOCES within 30 days of receiving such compensation.
11. According to Article 11.3 of the current contract with BOCES, all full-time and part-time unit members are eligible to join the BOCES Support Staff Sick Bank. All full-time and part-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. During October of each school each year, all full-time and part-time unit members electing to participate in the SSA Sick Leave Bank shall have **thirty-one (31) days to enroll**. Any full-time unit member employed at a point outside of the enrollment period shall have **thirty (30) days from the date of his/her Board of Education appointment date to enroll**. All SSA Sick Leave Bank forms must be returned to the SSA designated person within this thirty (30) day time limit.
13. **If the SSA Sick Bank Application Form is not received within the time limits as stated above, it is understood that participation in the SSA Sick Bank is being declined.** Any questions regarding the sick bank should be directed to any member of the Sick Bank Committee.

Celia White	Date	Jaime Keener	Date
Sherre Wesley	Date	Norah Merritt	Date