



5 BOCES Road, Poughkeepsie, NY 12601

ADMINISTRATIVE SICK BANK GUIDELINES

ASA Representatives

Rebecca Gerald

Amy Carr

Administrative Representatives

Michael Skerritt

Norah Merritt

Mission: The Administrative Sick Bank was established in the Agreement of 1986-1989 between the Dutchess County BOCES and the BOCES Administrative and Supervisory Association of Dutchess County (reference Article IV-2A).

The established guidelines are listed below. No Administrator shall be precluded from participating in this Administrative Sick Bank.

Withdrawals from the Bank shall be limited to Administrators and other related personnel (see Item 7) who are involved in catastrophic illness or accidents and who have exhausted their sick leave, personal leave, and vacation days approved for carry over from prior years of service.

GUIDELINES ESTABLISHED

1. An application form, developed 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. Requests for use of "Sick Bank" days will not be honored until all available leave time with the exception of current year vacation days have been exhausted. This clause is to include all accumulated sick days, personal days and reserved vacation days approved for carry over from prior years of service.
4. Pertinent medical data must be presented to the Committee by the individual on forms developed by the Committee.
5. The Committee will, in reviewing requests for granting sick leave from the Administrative Sick Bank to any individual, judge the request on:
 - a. Intention to return to his or her job



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- b. Awarding such sick leave in allotments of 10 days at a time to a maximum of 90 days during employment at Dutchess BOCES.
 - c. Limitations based on available sick days deposited in the "Sick Bank"
 - d. Those days when there is no scheduled commitment to work will not be counted as sick leave days granted (i.e., holidays, unscheduled school closings)
6. A record of awards and eligible participants will be kept by the BOCES Central Business Office and the President of the ASA.
7. Eligible participants will include all members of the Administrators and Supervisors Association, Deputy, Associate and Assistant Superintendents, Assistants to the Superintendent, Directors, Supervisors, Administrative Support Staff, and Managerial/Confidential Secretaries not included in the ASA, AEIA, SSA or BFA bargaining agreements. A master list of all eligible personnel will be established on July 1st of each year, and updated each time a new member joins the bank.
8. There will not be any scheduled meetings of the Committee but meetings may be called by any Committee member. In addition there are to be two (2) semiannual meetings in July and February to update procedures and personnel lists.
9. It is understood that any available sick leave days deposited in the "Sick Bank" are voluntary contributions from administrators and related personnel who have accumulated the legal maximum number of sick days and who have elected to contribute any sick days over and above the available limit assigned to them. Should an individual be at maximum accumulation at the start of this, or any subsequent year, that number of days unused and above the maximum accumulation figure may be deposited in the "Sick Bank". *Effective July 1, 2002, during July of each year a letter will be sent to each employee who has reached the 210 maximum limit. This letter will present the employee with the option of contributing any surplus sick days into the ASA Sick Bank. The window period for a response to this request will be 30 days from date of letter. If the employee does not respond within the 30-day period, the additional days will automatically be placed in the Administrative Sick Bank.*
10. Negotiations for additional methods of contributing days into the Administrative "Sick Bank" may not be reopened until the expiration of the present ASA bargaining agreement, which is June 30, 2016.
11. Eligible individuals may enroll in the sick bank within the first 30 days after their Board appointment date. Membership paperwork will be sent to those eligible by the Business Office. In addition, a 30-day open enrollment period will be held annually from October 1st through October 31st.