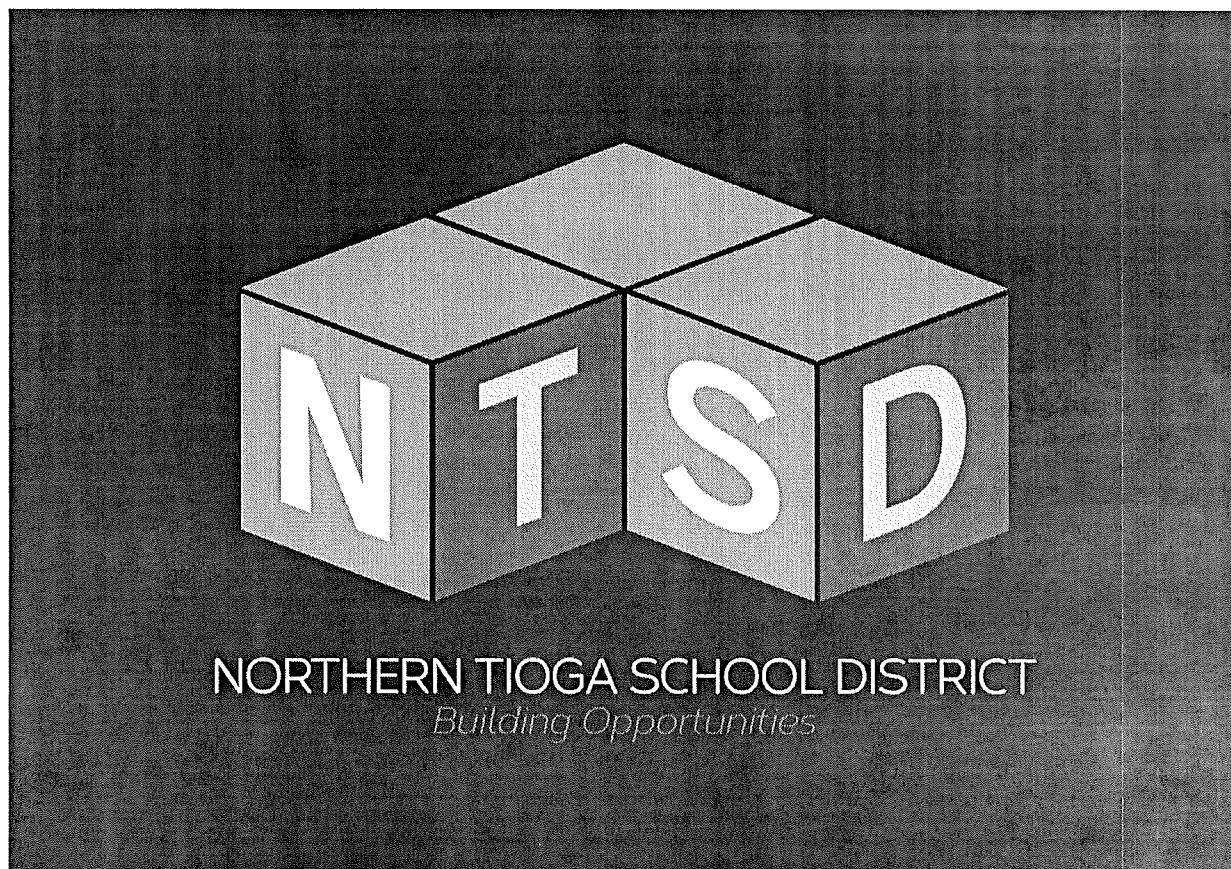


Northern Tioga School District



SICK BANK BENEFIT

Revised June 2019

Northern Tioga School District

Sick Leave Bank Program

Purpose and Definition

A. Purpose

The purpose of the Sick Bank is to provide a reservoir of additional sick leave for employees who are confronted with a catastrophic illness or injury.

B. Definition of Sick Leave Days for Members

1. The Northern Tioga School District Sick Leave Bank Board of Directors must approve sick leave days from the Bank. Days are granted to a member who, through a catastrophic illness or injury, is unable to perform the duties of his/her position.
2. All full-time employees (5 working hours or more per day) of the Northern Tioga School District who qualify for sick leave benefits are eligible to participate in the Sick Leave Bank.
3. Participation is voluntary but requires contribution to the Bank. Only contributors will be permitted to use the Bank for qualifying catastrophic illness or injury during regularly scheduled duty days.

C. Definition of Catastrophic Illness/Injury

1. Defined as that of a life threatening, chronic or incapacitating condition, not a mere passing disorder or temporary ailment, requiring treatment by a physician and/or hospital admittance. In order to qualify for the benefits of the program, a catastrophic illness or injury must result in the employee's temporary incapacity to perform his/her job function for an extended period of time of five (5) days or longer.
2. This program's benefits are **not available** in the following circumstances: injuries resulting from or while the employee is intoxicated or under the influence of a narcotic unless it has been administered on the advice of a physician, attempted suicides, venereal disease, alcoholism, hernias, appendicitis, bulimic anorexia, whiplash, any condition involving the teeth, elective surgery, and routine pregnancy.

Governance

A. Joint Committee

A Joint Committee shall be appointed to oversee distribution of additional sick days. The Joint Committee shall consist of seven (7) members made up of three (3) members of the Professional Staff, two (2) members of the Para-Professional Staff, one (1) representative from the Other Group of Employees and one (1) Board member.

B. Confidentiality

All information received by any committee member shall be confidential and will not be discussed by any committee member unless required by law.

Procedures for Joining the Sick Leave Bank

A. For purposes of joining the sick bank, the school year will be July 1 through June 30.

B. Individuals must join the bank by October 31, 2004 or within 45 days of employment, whichever such date shall first occur, or be subjected to a "late enrollment penalty".

C. Late Enrollment Penalty

1. Late Enrollment window will be open from July 1 to July 31 of each year.

2. The member of the bank must contribute all sick days that s/he would have contributed had s/he joined at the initial opportunity.
 3. There will be a one year waiting period for use of the sick leave bank after the late enrollment.
- D. Reenrollment Penalty
1. Reenrollment window will be open from July 1 to July 31 each year.
 2. Any member who has dropped out of the bank and wishes to reenter must contribute all sick days that s/he would have contributed had s/he remained in the bank.
 3. There will be a one year waiting period for use of the sick leave bank after the late enrollment.

Regulations Concerning Contribution of Days

- A. To become a member of the bank, an employee must contribute one (1) day from his/her accrued sick leave.
- B. These days will be subtracted from the member's local sick leave record.
- C. All days donated become the property of the Sick Leave Bank. All donations will remain in force and cannot be returned even upon cancellation of membership.
- D. If on July 1, there are fewer than three hundred and fifty (350) days in the bank, employees who are members of the bank shall contribute one (1) day each.
- E. If on July 1, there are more than three hundred and fifty (350) days in the bank, there shall be no employee days contributed.
- F. Members may donate a maximum of five (5) unused accumulated sick leave days to the bank at retirement.
- G. All new members will be required to contribute one (1) day to the bank regardless of the total number of days currently in the bank.

Regulations Concerning Granting of Sick Leave Days from the Bank

- A. Members must use all their available sick and personal leave and any vacation leave, if applicable before any paid days from the sick bank will be granted. In the case of paid sick bank days carrying over from one school year to the next, the member will be required to exhaust all their available sick and personal leave and any vacation leave before any remaining paid days from the sick bank will be granted in the following school year.
- B. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other days for which the member is not paid.
- C. Members are subject to an unpaid waiting period before use of the sick bank days based on the chart below. It is determined based on the percentage of the total sick leave that was available at the beginning of the fiscal year in which the request is made and the total sick leave allocated since the date of hire.
Note: In order to count as an unpaid day, the employee must normally have been scheduled to work on that day.

% of Total Sick Leave Allocated
Since Date of Hire

Number of Unpaid Days

≤ 50%

5 Unpaid Days

> 50% but < 90%

3 Unpaid Days

≥ 90%

0 Unpaid Days

- D. The maximum days an employee can draw from the sick leave bank are twenty-five (25) days per year. (A year being defined as 365 days from the first day of unpaid leave taken.) For example, if the

employee is approved for sick bank days and the first unpaid day is April 1, 2019, then they can use up to 25 days through March 31, 2020. The year will start on the first unpaid day.

- E. Days from the sick leave bank shall be granted for catastrophic illness or injury as defined under Purpose and Definition, Section C1 or for intermittent days for treatments, in conjunction with the original catastrophic illness or injury.
- F. In the event of a qualified employee's death during the application/approval process, days may be granted up to the day of his/her death not to exceed the maximum allowable sick bank days.
- G. The employee can reapply for an extension but only up to the maximum amount allowed under the Sick Leave Bank provisions.
- H. If a member does not use all of the days granted from the bank, the unused days will be returned to the sick leave bank.
- I. The sick leave bank may only be used for the member's own personal catastrophic illness or injury; it may not be used for a family member or by the member to remain away from his/her position in order to assist a family member who is ill or injured.
- J. Leave from the bank may not be used for disabilities that qualify the member for Workers' Compensation benefits.
- K. The treatment of the catastrophic injury or illness must be under the supervision of a licensed physician of record.
- L. All requests to draw upon the Sick Leave Bank must be made upon a Sick Leave Request Form. All requests must be accompanied by the Sick Leave Bank Physician's Statement confirming the cause of catastrophic illness or injury and certifying the existence of a disability to perform assigned duties.
- M. Each application for a grant from the Sick Leave Bank must include a new, up-to-date Physician's Statement on the appropriate form.
- N. In case a member's incapacity is of such a nature that he/she cannot personally apply for a grant, the application may be submitted in his/her behalf to the Committee by an authorized agent or member of his/her family.
- O. Termination of employment from the Northern Tioga School District terminates sick bank membership. Under no circumstances does the employee regain donated sick leave days contributed to the sick leave bank.
- P. An employee cannot "cash in" Sick Bank days.
- Q. All forms for application, participation, or cancellation in the Sick Leave Bank shall be available in the Business Office and shall be given or sent to any employee upon request.

Reasons for Termination from the Sick Bank

- A. A member of the Sick Bank will be terminated under the following conditions:
 - 1. Termination of employment with the Northern Tioga School District.
 - 2. A member's voluntary cancellation of his/her membership in the Sick Leave Bank as of the effective date of the cancellation.
 - 3. A member's written authorization to discontinue the possible contribution of sick leave days, in the event the Bank falls below its minimum. (Refer to Regulations Concerning Contributing Days.)
 - 4. Any abuse or misuse of the rules of the Sick Leave Bank as determined by the Sick Bank Joint Committee.
 - 5. Any abuse or misuse of sick leave during a member's term of employment with the Northern Tioga School District.
 - 6. The member fails to report immediately any job held for which he/she receives remuneration, during the period he/she is on leave granted from the Bank.

Reasons for Non-Eligibility of Use of Sick Bank

- A. A member of the Sick Leave Bank is not eligible to use the benefits of the Bank under the following conditions:
1. While being suspended without pay. Eligibility will be terminated during the suspended period.
 2. Any abuse or misuse of the rules of the Sick Leave Bank as determined by the Sick Bank Joint Committee.
 3. Any abuse or misuse of sick leave during a member's term of employment with the Northern Tioga School District.
 4. While on an approved leave of absence, other than personal illness.
 5. The member has failed to apply for disability or medical retirement when a physician has determined that the member will not likely return to work and will qualify for retirement.

Cessation of Sick Leave Bank

- A. Upon cessation of the Bank, accumulated sick leave days will be distributed equally to the nearest half day, to all employees who are members of the Bank at the time of cessation.

Final Decisions

- A. Procedures for deciding any questions not covered herein.
Any questions concerning membership, regulations, or application for sick leave days from the Sick Leave Bank that may arise after adoption of this plan not specifically covered herein, shall be submitted to the Joint Committee of the Sick Leave Bank who will make a recommendation to the Superintendent of Schools for a final decision.

Application Procedures

An employee can obtain an application to join the Sick Leave Bank from the Business Office.

The Sick Bank member can request a form and corresponding doctor's statement to apply for the days from the Sick Leave Bank from Kathy VanSchaick, Business Manager by phone at (814) 258 5644 Ext. 1020 or by e-mail at Kathy.vanschaick@ntiogasd.org.

Questions concerning payroll and employee benefits, such as insurance, should be directed to the payroll clerk in the Business Office.

Sick Leave Bank Forms

- A. Sick Bank Flyer – Includes Application for Enrollment
- B. Application for Sick Leave Bank Benefits
- C. Sample Information Submitted to Joint Committee
- D. Sample Letters to Notify Member of Joint Committee Decision

**Northern Tioga School District
Application for Sick Leave Bank Benefits**

I, _____, hereby request to receive benefits from the Northern Tioga School District Sick Leave Bank beginning on _____ and continuing for a period of approximately _____ working days.

Below is a statement from my physician explaining the nature of the illness/injury and verifying the length of the leave requested.

I understand that I am hereby giving permission to anonymously share information concerning my sick leave history and current medical needs with the members of the Sick Bank Joint Committee.

Signature _____ Date _____

Physician's Statement

This is to certify that _____ is unable to work due to (please explain in layman's terms) _____

The anticipated return to work date is _____

Physician's Name and Address _____

Physician's Telephone Number _____

Physician's Signature _____ Date _____

RETURN THIS FORM TO:

Northern Tioga School District
Business Office
Attn: Sick Leave Bank
110 Ellison Road
Elkland, PA 16920

An e-mail which includes the following information would be sent to all members of the Sick Bank Joint Committee for consideration. The committee members would then e-mail a response either approving or denying the request. If a committee member feels more information or a meeting is necessary, the member should immediately notify the Superintendent/Business Manager immediately.

**Northern Tioga School District
Request to Use Sick Bank Leave**

A sick leave bank member has requested _____ days from the sick bank leave due to

_____.

The member has provided a physician's statement certifying the above condition as the reason for this request.

As of July 1 of this year, the member had _____ accumulated sick days. Since the date of hire, this member has received _____ sick days. The accumulated sick days available as of July 1 represents _____% of the total sick days the member has received. According to Sick Bank Guidelines, there is a _____ day waiting period before the member is eligible to receive days from the Sick Bank.

The individual member would receive the following:

Dear _____

The Sick Bank Joint Committee approved your request for _____ days from the Sick Bank. According to the Sick Bank guidelines, you will be required to fulfill a _____ day waiting period before the sick bank days are available. Prior to your return to your regular duties, you will be required to submit a Physician's Return to Work Release. Please keep your immediate supervisor informed of your anticipated return date.

On behalf of the Board, Administration, and Staff, we look forward to your return. If you have questions regarding the use of the sick bank days or the waiting period, please contact me at (814) 258 5644 Ext. 1020.

Sincerely,

Dear _____

The Sick Bank Joint Committee denied your request for _____ days from the Sick Bank. The request was denied due to the following: _____. Please remember that the decision of the Joint Committee is final and is not subject to appeal.

Sincerely,