

NORTHERN TIOGA SICK LEAVE BANK

Northern Tioga School District

APPLICATION FOR SICK LEAVE BANK MEMBERSHIP

I, _____, apply for membership in the Northern Tioga School District Sick Leave Bank. I authorize the NTSD to transfer **one** of my sick leave days to the bank to be used at the discretion of the Sick Leave Bank Committee.

I understand that by giving this authorization, I become a member of the Sick Leave Bank, effective _____ and that my membership will be renewed each year unless the Business Office receives my written resignation from the Sick Leave Bank by July 1 of the current year.

I further understand that I am giving permission to the Sick Leave Bank Committee to request sick leave information.

Signature: _____ Date: _____

Operation

The Sick Leave Bank is governed by a Joint Committee appointed to oversee the 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) member of the Other Group of Employees
- One (1) Board member.

The Business Manager or Superintendent will act as committee chairperson and is responsible for all Sick Leave Bank records.

Requesting Days from the Bank

- To request sick days from the bank, submit a Sick Leave Bank Request Form and a Physician's Statement. The forms are available in the Business Office.
- The Committee will review each request and supporting information and approve or deny the request.
- With the exception of the Superintendent and/or Business Manager, all attempts will be made to keep the identity of the member requesting sick bank days confidential.
- The committee may grant up to 25 days to each member of the bank. A waiting period may be applicable based on the percentage of total sick leave that was available at the beginning of the year in which the request is made and the total sick leave allocated since the date of hire.
- All committee decisions are final and are not subject to appeal.
- Days requested and approved but not used are returned to the bank.
- No days are awarded disabilities that qualify for Workers' Compensation.
- Days are only available for the member's own personal illness or injury.

DETAILED INFORMATION IS AVAILABLE ON THE WEB AT WWW.NTIOGASD.ORG UNDER DISTRICT FORMS AND EMPLOYEE INFORMATION.

Eligibility

You are eligible to receive a maximum of twenty-five (25) days from the Sick Leave Bank if:

- You are employed full time (5 working hours or more per day).
- You are unable to work due to a catastrophic illness, injury, surgery, or other temporary disability which necessitates an absence from work of five or more consecutive or intermittent days for treatments, in conjunction with the original illness or injury
- You have used all available sick and personal leave and any vacation leave, if applicable.

Membership

- Newly employed full time staff member must donate one (1) sick day to the bank. Membership applications are accepted with 45 days of new employment.
- Open enrollment occurs July 1 to July 31 of each year.
- Full time staff members will be required to donate the equivalent number of sick days they would have donated to the bank had they joined at the initial opportunity and will not be eligible for benefits for one year from the date of enrollment.
- You must have the required number of sick days available for donation to the bank at the effective date of membership.
- After the first year of membership, you donate one sick day annually.
- Your membership is renewed automatically each year unless you give written resignation to the Business Office by July 1.
- If you voluntarily terminate membership in the bank, you must donate the required number of sick days to be reinstated and are not eligible for benefits for one year from the date of reinstatement.
- If you voluntarily terminate membership in the bank, resign, have your membership eligibility or employment terminated, days you contributed remain with the bank.
- If on July 1, there are more than 350 unused days accumulated in the sick bank, prior-year members are not required to donate a day to continue membership that year.

Co-workers caring about each other

By donating days to the Northern Tioga School District Sick Leave Bank, you and your co-workers become eligible to receive additional sick days if you ...

- Are faced with loss of income due to extended inability to work, and
- Meet other eligibility requirements.

For additional information on sick leave bank requirements, please visit www.ntiogasd.org and select District Forms/Employee Information.

Sick Leave Bank ...

A benefit for full-time Employees



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www.ntiogasd.org