

## Dover Teachers' Union Sick Leave Bank Policy

Article VII, N. of the Collective Bargaining Agreement between the Dover School Board and the Dover Teachers' Union authorizes a Sick Leave Bank for teachers. The purpose of the Sick Leave Bank is to provide assistance to employees who suffer catastrophic illness or injuries that are not job related. The Sick Leave Bank will, with committee approval and proof of illness or injury, provide additional sick leave days to a member who has participated by donating at least one day to the bank.

A three-member committee shall administer the Sick Leave Bank. The committee will follow the guidelines that are set forth in the agreement. The committee will look at each case on an individual basis, using the following guidelines:

1. Complies with Sick Leave Bank guidelines in the Agreement Between the Dover School Board and the Dover Teachers' Union.
2. A doctor's note is required, which includes the nature of the illness or injury and the anticipated date of return to work, before withdrawals from the bank are permitted. An indefinite date is not acceptable.
3. Days drawn from the Sick Leave Bank for any one period of eligibility must be consecutive or drawn for absences resulting from the same illness or injury. Otherwise, members must return to work and reestablish eligibility to draw from the bank.
4. Withdrawals from the bank may not be used for illness or injury which may qualify the member for worker's compensation benefits or short-term disability benefits when applicable.
5. There will be a 5-day waiting period before days withdrawn from the Sick Leave Bank may be used. There will be no loss in pay if the employee has 5 sick days available.
6. Catastrophic illness and injury include, but are not limited to:
  - Heart disease
  - Diabetes
  - Muscular disease
  - Osteology (bone problems)
  - Cancer

The committee will meet as often as deemed necessary. A majority vote shall resolve all questions. Any decision of the Sick Leave Bank committee, with respect to eligibility and entitlements, is final and shall not be grieved.

Employees who wish to participate in the Sick Leave Bank must contribute one (1) sick day to the bank. Members of the Sick Leave Bank may make additional voluntary contributions. All donations of sick days to the Sick Leave Bank are irrevocable. Eligibility to participate ends on termination of employment, death of the employee, or failure to provide the required sick leave donation.

With the exception of the language expressed in the agreement, the committee will be allowed to create or change rules as needed to ensure the sick bank is operating properly and fairly.

# Agreement Between the Dover School Board and the Dover Teachers' Union

## N. SICK LEAVE BANK

1. Each covered employee under this Agreement may donate up to two (2) days of accumulated sick leave each year by September 30th. The maximum number of days the Bank shall be allowed to carry over from year to year shall be the number of bargaining unit members, minus the number of new hires for the upcoming year. The Bank shall be allowed to accumulate up to an amount equal to double the number of members in the bargaining unit. Any covered employee who contributes to the Sick Bank may borrow sick days from this Bank based upon the following formula:
  - a. Up to one year of service in this system, 15 days additional sick leave;
  - b. Up to two years of service in this system, up to 30 days additional sick leave;
  - c. Up to three years or more of service in this system, up to 45 days additional sick leave.
2. The basic criteria for applying for and using sick leave from this Sick Bank shall be:
  - a. The covered employee's accumulated sick and personal leave shall have been exhausted;
  - b. The covered employee shall have been involved in a major operation, or a serious and prolonged illness;
  - c. The days borrowed by the covered employee shall be paid back by the borrowing employee at a rate of not less than six (6) days per year, except that days previously donated by the covered employee would be subtracted from the days borrowed.
3. Application for use of the Sick Leave Bank shall be made to an Association-designated committee of three (3) teachers for evaluation and disposition based upon reasonable rules and regulations adopted by the Association to administer this benefit. The decision of the Association committee to approve use of the Sick Leave Bank shall be communicated in writing to the Superintendent for record-keeping purposes. It shall also be the responsibility of the Association to communicate in writing to the Superintendent's Office the names of employees contributing to the Sick Leave Bank.