

Sick Leave Bank

The purpose of the Sick Leave Bank is to enable an employee to draw, as needed, accrued sick leave days previously donated voluntarily by the members of the South Brunswick Education Association (SBEA) for the purpose of covering SBEA unit members with debilitating injuries or illnesses after they have exhausted all of their accumulated leave. Debilitating being defined as something that seriously affects someone's strength or ability to carry on with regular activities, mainly their job. The provisions of the Sick Leave Bank will be dictated by N.J.S.A 18A:30-10 and N.J.S.A 18A:30-11.

1. The Committee

- a. A committee will be formed consisting of six (6) people. The committee will consist of three BOE selected members. The other three members will be SBEA representatives. Potential members of the committee will come forward on a voluntary basis. If there are more volunteers than needed, then a vote of SBEA members will be done to elect committee members. Both the Board of Education and SBEA committee members will serve on the committee the duration of the contract. When a member of the Sick Leave Bank petitions for days, the committee will make a decision on granting days requested.
- b. The committee will meet up to three (3) times per school year to review procedures, update records, and produce a status report of all bank participants to the Association President and the Superintendent.
- c. The committee will meet on a timely basis to discuss sick leave requests.
- d. The committee will keep all sick bank requests and grants confidential,
except as to process the request.
- e. If any committee member cannot serve for the duration of the contract,
then new volunteers will be requested.

2. Member Eligibility

- a. Unit members will be eligible to enroll during the next open enrollment period after completing four (4) years of service. For the initial year of the Sick Leave Bank, a minimum initial donation of

two (2) days is required during open enrollment, which will take place in **May of 2019 and become effective on June 1, 2019.**

- b. For subsequent years, open enrollment will be conducted September 1 through September 30 each year.
- c. To become an active member of the Sick Leave Bank, a member may only join during the yearly open enrollment period in September.
- d. Only active members of the Sick Leave Bank are eligible to draw from the bank.
- e. After initial donation, members will remain active unless they provide written documentation to the committee that they will no longer participate.
- f. If a member uses the Sick Leave Bank in any given school year, they are required to contribute one (1) day by September of the following school year.
- g. Members who are on a board-approved unpaid leave or Workers' Compensation are ineligible to draw from the bank.
- h. To remain an active member, if the Sick Leave Bank falls below 100 (one hundred) days, each member is required to contribute one (1) additional day in order to maintain the bank.
- i. Requests are only approved for the member's own debilitating injury or illness.
- j. Any SBEA member approved for normal retirement from TPAF or PERS may donate a maximum of 30 (thirty) unused sick days to the Sick Leave Bank.

3. Sick Leave Bank Administration Guidelines

- a. The committee may approve up to 30 (thirty) Sick Leave Bank days during any school year. The member may take these days consecutively, intermittently, or both.
- b. The year is defined as September 1 through June 30. Days granted but not used must be returned to the Sick Leave Bank immediately. If unused days are needed after returning to work for the same application, the committee will reassemble and may grant the days up to the maximum amount that were approved on the original application.
- c. Days that are donated to the Sick Leave Bank will not be returned to the donor.

4. Applying for Sick Leave Bank Days

a. Before Sick Leave Bank days can be requested or granted from the bank, all paid leave days available to that employee must both be used and exhausted. These paid leave days include sick days, personal days, and family illness days. Available leave days for the applicant will be verified by the Superintendent's Office upon receipt of the application.

b. In order for the committee to consider whether or not to grant Sick Leave Bank time to an employee, the employee or designee must first provide the following written information:

1. A doctor's note or statement attesting to the employee's debilitating health condition or injury which disallows the employee from returning to work or that the employee is required to be absent from work due to a hospital confinement.

2. An applicant must forward to the Superintendent's Office a completed "Application for the Use of Sick Bank Days" form and all supporting medical documentation. The information will be logged and organized for consideration by the committee.

5. Committee Review of Application

a. The committee must meet to discuss any requests to grant Sick Leave Bank days.

b. The following factors shall be considered by the committee when reviewing the application:

1. Attendance History
2. Previous requests and awards from the bank
3. Estimated length of illness
4. Reason why the request should be granted
5. Total number of days in the bank for all members
6. Any other meaningful factor for the committee to make a determination.

c. If a member's request is denied, they may come before the committee one time to appeal the decision. At that time, the member may provide additional documentation to support their request.

d. Once the committee meets and decides on an application, the applicant will be notified by the committee within three (3) school days.

- e. The South Brunswick Board of Education, the South Brunswick Education Association, and the individual members of the Sick Leave Bank Committee are indemnified of all decisions by the Sick Leave Bank Committee.