

Sick Leave Bank
USD 261/ Haysville Education Association 2008-2009

Guidelines from Master Contract

(Retain this portion for your records and information)

Per Article VIII: Leaves; Paragraph 5. Sick Leave Bank

The bank established has the following qualifications:

- a) To participate, the teacher must have contributed a day of their leave each school year.
- b) Once in the bank, you remain in the bank, until a new donation of days is needed or written notification is received by the HEA president prior to September 2.
- c) When the balance of days in the bank drops below 120, a new donation of days will be necessary.
- d) The teacher has used all of his/her accumulated leave.
- e) An application requesting withdrawal of days from the SLB is filed with the governing committee, appointed by the Haysville Education Association.
- f) The days drawn from the bank are used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family.
- g) The maximum number of days that a teacher may withdraw from the bank will be determined by the governing committee.

Sick Leave Bank
Application for Withdrawal
USD 261 / Haysville Education Association
All applications should be sent to: Joelle Good, Parents As Teachers

Name _____ Building _____

Outcome of the application will be sent via Email:

(your email address-please print neatly)

By making this application, I confirm that I have contributed one day of my sick leave to the USD 261 Sick Leave Bank prior to the deadline during the current contract year, and that my individual sick leave has been exhausted. I acknowledge that applying to the SLB does not automatically mean days will be granted.

_____ signature of applicant _____ date

Denial of an application for days from the Sick Leave Bank (SLB) may be appealed by submitting a letter to the chairperson of the SLB.

Please provide a **brief explanation** for the use of the day (s) requested from the Sick Leave Bank. Please attach a copy of a doctor's statement relating to these days, if applicable.

Number of Days Requested _____

Sick Leave Bank committee retains the right to request further information.