

**ENROLL NOW!  
BFT/BUSD - SICK LEAVE BANK**

Hourly Teachers  
- OPEN ENROLLMENT -  
OCTOBER 2 - 31, 2017

**PURPOSE**

The Sick Leave Bank was negotiated and became part of the contract in 1985 when some of our members were seriously ill, had used up all their sick leave and were unable to claim disability or worker's compensation. This voluntary enrollment plan, open to all hourly teachers who are members of the bargaining unit, was organized to generate a pool of sick leave hours. These hours will be available to qualified applicants to apply toward their own long-term leave in the event of a prolonged illness or injury.

**ELIGIBILITY AND MINIMUM PLEDGE**

All eligible staff in the bargaining unit may voluntarily become members of the Sick Leave Bank. You may have any number of sick leave hours accumulated before you join the Sick Leave Bank. The minimum pledge for a first-time member of the Sick Leave Bank is a pledge of four (4) hours per year for each of three (3) successive years. You are a member in good standing of the Sick Leave Bank once your pledge is received.

- No hours will be returnable while the Bank is still in operation.
- Should the program be terminated, hours will be credited to donors on a pro-rata basis of the hours remaining.

If you have any questions regarding the Sick leave Bank, please contact your Site Rep.

-----  
**Please fill out completely - RETURN BY EMAILING TO BFTOFFICE@LMI.NET.**

I, [PRINT] \_\_\_\_\_ Employee ID#\* \_\_\_\_\_ have read the regulations and agreements governing the SICK LEAVE BANK which accompanied this application. I understand and accept them. I voluntarily wish to pledge sick leave days as follows:

Year 1: 2017-18 - 4 HRS  
Year 2: 2018-19 - 4 HRS  
Year 3: 2019-20 - 4 HRS

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

-----AND/OR-----

Any new or continuing Sick Leave Bank member can voluntarily donate additional hours by filling out this section below.

I, [PRINT] \_\_\_\_\_, am a member of the Sick Leave Bank, and wish to pledge \_\_\_\_ additional hours. SIGN & DATE \_\_\_\_\_

\*Check your latest paycheck stub for your employee ID #.

**IF YOU HAVE ALREADY SIGNED UP AS A MEMBER NOW OR IN A PREVIOUS YEAR  
YOU DO NOT HAVE TO SIGN UP AGAIN.**

# SICK LEAVE BANK AGREEMENT AND REGULATIONS

**PROCEDURES:** Applications for Sick Leave Bank donations will be considered on a first-come, first-served basis. Applications must include medical verification. Applications will be considered active after the applicant has missed twenty (20) consecutive working hours AND has exhausted all the personal accumulated sick leave. (Sick Leave Bank hours will not be usable until the 21st hour of consecutive absence or when personal sick leave hours are exhausted, if that is a greater number of hours).

- The maximum allocation per person on initial application shall be twenty (20) hours.
- The Governing Board shall have the right to ask for periodic verification of hours already granted; hours may be granted provisionally, with proof of need at any given point within the twenty (20) hours required. Hours may be reclaimed if need cannot be verified. The Board may require verification of need for sick leave hours beyond a doctor's certification, (e.g. a letter explaining the specific nature of the problem and/or evidence that the applicant was indeed home sick or following a legitimate regime outlined by a doctor). The Governing Board shall have the authority to accept evidence from other sources that the individual did not require sick leave hours and reclaim days granted if need is not satisfactorily verified.
- Extensions may be granted upon a note of reapplication. There must be at least fifty (50) hours in the bank for an extension to be granted. A maximum of forty (40) hours per person shall be allowed.
- The bank must have at least twenty (20) hours on account at the beginning of the second semester of the school year and at least ten (10) hours at the end of the school year.
- The Governing Board shall notify the BFT office and the BFT office shall notify the applicant and the BUSD Personnel Office of all allocations within three (3) working days of the decision.
- If more than one first-time applicant is being considered at the same time and there are not enough hours to fill each request, the available hours will be divided equally or proportionately, as is consistent with the requests, between or among the applicants.
- Any person using hours from this bank must agree to repay the hours at the rate of two (2) hours per school year upon their return to work and, when they have accumulated twenty-two (22), hours, at the rate of ten (10) hours per year. If, upon retirement or resignation, a recipient has accumulated sick leave, they must repay the bank whatever hours that accumulated leave will cover.
- Any one time exception to these regulations and agreements must be approved by the Governing Board and then approved by a majority vote of the Sick Leave Bank donors. The vote will be conducted through the school mails.

All participants must sign the application (see reverse side) which will be considered an acknowledgment that they have read and accepted all the rules and regulations set forth in this packet and the right of the Governing Board to interpret and administer them.

**YOU MAY WANT TO MAKE AND KEEP A COPY OF THIS INFORMATION FOR FUTURE REFERENCE.**