

Sick Leave Bank Procedure

The original intent of the sick leave bank was to donate days to union members to cover absence from work due to catastrophic events or reoccurring illness. The following are the basic procedures that will be followed by the HEA to ensure proper accounting of the Sick Leave Bank agreement.

1. The HEA vice president must receive a copy of the teacher's request to receive donated sick leave days. This request must include a copy of the physician's verification that the staff member is unable to return to work. An additional copy must be sent to the payroll clerk at Central Office.
2. The request for donated sick leave days must not be made before all accumulated sick leave has been exhausted and must be made within 15 calendar days after all accumulated sick leave has been exhausted. The HEA vice president will check with the Central Office payroll clerk to verify that the accumulated sick leave has been used.
3. The HEA vice president will send a request for donated days along with the appropriate form to all HEA members.
4. The donation form must be completed and returned to the HEA vice president within 15 calendar days from the date of the request.
5. The HEA vice president will randomly select forms to determine which teacher will donate to the sick leave bank. If more teachers volunteer to donate days than are required, the teachers' whose days are not selected will have their forms returned.
6. Donated sick leave days can only be used until the member becomes eligible for Long Term Disability Insurance (90 calendar days).
7. The HEA vice president will present the selected donation forms for each donated day to the payroll clerk.
8. A teacher may donate all three personal days. The first donated day will be the non-paid personal day. The other two personal days are paid to the teacher at the substitute teacher rate if they are unused.