

Sick Leave Bank Guidelines

Please refer to the WCSD/WEA Contract, Article 20.2, for additional information.

1. Qualifications are outlined in Article 20.2. At the beginning of each school year there will be a five-week open enrollment period. All employees in the bargaining unit are eligible to participate.
2. Membership in the Sick Leave Bank is for any employee who applies and meets the eligibility requirements (see #12 and #16).
3. Once an employee has donated a day from their sick leave, membership in the Sick Leave Bank shall be continuous until the number of days in the bank falls below 600, at which time employees will need to reenroll and donate 1 day of their sick leave.
4. Days donated to the Sick Leave Bank are non-refundable.
5. The Sick Leave Bank is to assist employees who have long-term illness or disability and who have exhausted their sick leave accumulation.
6. For the purpose of this procedure, "long term illness or disability" shall refer to illnesses that are catastrophic or chronic in nature. Chronic illnesses shall include persistent and lasting conditions that persist for a long time, usually more than three months, including problems which cannot be solved in a short time, or which will recur regardless of action. Catastrophic illnesses shall include only those illnesses or injuries which are calamitous in nature, constituting a great misfortune. Examples of catastrophic diagnosis include, but are not limited to, the following:
 - Accident resulting in multiple fractures or amputation of a limb
 - AIDS
 - ALS (amyotrophic lateral sclerosis)
 - Cancer
 - Cerebral palsy, muscular dystrophy
 - Condition causing paralysis
 - Hemophilia
 - Mental illness (requiring hospitalization)
 - Rare Disease
 - Severe burn involving over 20% of the body
 - Severe head injury requiring hospitalization
 - Spinal cord injury
 - Stroke or cerebrovascular accident
 - Elective surgeries are not considered severe conditions except when life-threatening complications arise from them.
7. Employees who wish to apply for assistance from the Sick Leave Bank shall complete and submit a Sick Leave Assistance Application to the WEA. Sick Leave Bank Assistance Applications are available upon request from the WEA Building Rep and the WEA Office. The application must include a doctor's diagnosis/prognosis and explanation of inability to work, submitted from the treating physician on a monthly basis. The WEA Sick Leave Bank Committee shall review the

employee's Sick Leave Bank application and sick leave account and usage. The Committee shall forward its decision to the Personnel Division. The decision of the WEA Sick Leave Bank Committee is final and is only subject to review through the internal structure of the WEA.

8. The maximum amount of days that may be withdrawn from the Sick Leave Bank by an individual is limited to seventy-five contract days in a school year per illness. The maximum allowance for additional days without going into the long-term illness or disability will be five days. The need for these days must occur within the same school year as the long-term illness or disability occurred, and must be accompanied by a healthcare provider's explanation.
9. Lifetime usage of the Sick Leave Bank is limited to 190 days maximum per person.
10. Workers compensation benefits will be reviewed if applying for Sick Leave Bank days.
11. Decisions regarding eligibility will be made on a case-by-case basis.
12. Participants who have previously been disciplined for their abuse of their sick leave will not be eligible to access the Bank.
13. The Committee may consider a participant's prior sick leave usage in determining eligibility.
14. Employees drawing Sick Leave Bank benefits are not eligible for sick leave accrual.
15. Membership enrollment forms may be obtained from the WEA office or through each school site WEA Representative.
16. Employees must be Sick Leave Bank members for at least thirty (30) days prior to use of the Sick Leave Bank.