



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. New employees can join the Sick Leave Bank in the first 5 weeks of their employment.
2. A member may withdraw from the Sick Leave Bank by notifying the WEA Sick Leave Bank Committee in writing during the first five weeks of the school calendar year.
3. The annual deduction of Sick Leave days shall be on a month mutually agreed upon by the WEA and WCSD. All new members shall donate a single day the year they join the Sick leave Bank. Membership in the Sick Leave Bank shall be continuous. If the Sick Leave Bank balance is less than double the number of days used in the previous school, all members will donate a day to refill the bank.
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 or are caring for a family member (as defined by the WEA/WCSD Negotiated Agreement) with a qualifying illness and who have exhausted their personal sick leave accumulation.
6. For the purpose of this policy "long term illness or disability" shall refer to illnesses that qualify for FMLA leave. The Sick Leave Bank committee can approve non-FMLA qualifying illnesses when the applicant has been excluded by WCSD policy (for example, required COVID-19 isolation.)
7. The maximum amount of days an individual may be granted from the Sick Leave Bank is seventy-five (75) contract days per illness per school year. Chronic illnesses will be limited to 40 days per school year. Sick Leave Bank Days for the care of family members are limited to 20 days per school year. On returning to work after using the Sick Leave Bank, the employee may use up to five (5) additional days for doctor appointments. 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.
8. If an applicant passes 75 lifetime days used, they will only be allowed access to further days with a supermajority Sick Leave Bank Committee vote. Lifetime usage of the Sick Leave Bank is limited to 225 days maximum per person.
9. Employees drawing Sick Leave Bank benefits are not eligible for sick leave accrual.
10. Sick Leave Bank Authorization/Participation forms may be obtained from the WEA office, WEA Website, or through each school site WEA Representative.

Sick Leave Bank Application Process

1. Employees who wish to apply for assistance from the Sick Leave Bank shall complete and submit the Sick Leave Bank Assistance Application form to the WEA. The application must include a diagnosis, prognosis/treatment plan, explanation of inability to work, and timeline to return to work from the treating physician. The applicant must include a report of the sick days they have used in the current school year. Applications will be reviewed by the Sick Leave Bank Committee with applicant names redacted. A list of the applicants approved for the previous month will be provided to the Committee on a monthly basis.
2. Applicants need to communicate with their Benefits Specialist that they are applying for the Sick Leave Bank so that monthly needs can be provided to the Committee.
3. Requests for days from the Sick Leave Bank must be timely. The SLB Committee shall not approve days for more than two months prior to the request. The Committee may consider any extreme circumstances. Requests cannot go back to the previous school year.
4. If an applicant's need surpasses the initially approved number of days, an update must be supplied in order to receive additional days on that approval.
5. All Sick Leave Bank Applications must be submitted at least a day prior to the monthly Sick Leave Bank Committee Meeting on the first Tuesday of each month.
6. The WEA Sick Leave Bank Committee acts as the governing body for the Sick Leave Bank. Each complete Sick Leave Bank Application will be reviewed by the Committee, and eligibility determined by compliance with the Guidelines. All aspects of the Application will be considered, including patterns of use, consistency of information, and credible concerns, when determining whether to approve, limit, or deny an application.
7. The Committee shall forward its decision to the Human Resources Department. 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. Applicants must be Sick Leave Bank members for at least thirty (30) days prior to use of the Sick Leave Bank.
9. The expectation of the Sick Leave Bank Committee is that applicants are doing their best to return to good health and return to work. Therefore, an applicant applying to use the Sick Leave Bank must be cooperating in their own recovery, i.e. continuing to take prescribed medication (unless there has been unintended side effects), attending appointments recommended/scheduled by the doctor(s), and/or refraining from actions proven to be detrimental to their recovery. Should an applicant act contrary to actions recommended for recovery, approval of requested Sick Leave Bank days may be withheld.
10. Workers' compensation benefits will be reviewed if applying for Sick Leave Bank days.
11. If the Committee becomes aware of information that raises reasonable concern about abuse by an applicant, the applicant may be asked to provide clarification or additional documentation before additional days may be granted.
12. Participants who have previously been identified for their abuse of their sick leave will not be eligible to access the Bank.