



Days drawn from the Sick Leave Bank shall be used to provide an opportunity for a professional to remain in the field of education following a personal, debilitating illness or accident which substantially delays his/her ability to resume duty. The bank was not established to provide pay in all situations where an employee has used up all paid sick leave. These days shall be granted in cases where catastrophic or life threatening injuries arise from an accident resulting in a prolonged recovery period beyond six (6) weeks, or when catastrophic or life threatening complications arise from illness or surgical procedures which extend the recovery period beyond six (6) weeks.

- A. Effective October 1, 1986, the parties will implement and jointly administer a Sick Leave Bank according to the following guidelines:
1. Prior to implementation, at least twenty-five percent (25%) of eligible participants must join the bank.
 2. Membership shall be established by contributing one (1) sick day to the bank and committing to contribute an additional day whenever the level of available days falls below twenty-five percent (25%) of the participating employees. Employees may voluntarily contribute more than the amount described herein.
 3. Days contributed become property of the bank and cannot be refunded. Employees may discontinue participation in the bank by giving notice to the Board prior to October 1st of any year.
 4. Enrollment in the bank will open on the first Monday of each month. In order to be enrolled as a new member, the employee must have a completed application in the office of the Director, Human Resources, no later than 4 p.m. on the Friday proceeding the first Monday of the new month. Employees with less than ten (10) days of accumulated sick leave will be ineligible for initial participation.
 5. Members of the unit who, due to personal illness were ineligible for Sick Leave Bank membership at its inception and have not established eligibility since, may apply for withdrawal on a one (1) time basis only under the established Sick Leave Bank guidelines. Any member of the unit who qualifies under this provision will do so with the understanding that as soon as they acquire a sick leave day to contribute to the Sick Leave Bank, they will become a member.

A committee comprised of three (3) teachers appointed by the Association (PCTA) and three (3) Board employees appointed by the Superintendent shall administer the Sick Leave Bank. All disputes arising from the implementation of this section shall be resolved by the committee, which shall have final authority.

Participants may withdraw days from the bank according to the following procedures:

1. The applicant must have used all of his/her personal accumulation of sick leave, have been without pay for at least five (5) continuous days, and be certified as suffering from a personal debilitating illness or injury.
2. Maximum withdrawal for any one (1) illness, injury, or complications arising thereof, shall be sixty (60) days. Days shall be granted in increments of ten (10) days or a minimum of five (5) days. Consecutive applications must comply with the provisions of number one.
3. Allocations shall be determined by the committee upon written applications accompanied by a doctor's certification of incapacity to return to work.
4. Days used from the bank may not result in double compensation when combined with other benefits such as workers compensation or tort damage awards.
5. Should participation fall below the amount described above, the bank shall become inactive and all days will be distributed to participants. Should there exist a fractional amount per participant other than one-half (1/2), said fractional amount shall be converted to compensatory time and made available to participants.
6. The committee shall develop such additional rules, restrictions and procedures as necessary to efficiently administer the program and prevent abuse.
7. Employees found to have abused the Sick Leave Bank **will be required** to repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to such disciplinary action as determined by the School Board to be appropriate.

A discretionary pool of 100 days per year exists to be used at the discretion of the committee for applicants who have meritorious claims but do not meet all of the requirements for disbursement of days.

Pinellas County Instructional/PTS Sick Leave Bank Application

I hereby apply to join the Instructional/PTS Sick Leave Bank of the Pinellas County School Board. I have read and understand the provisions above and consent to comply with all rules and procedures. I authorize the School Board of Pinellas County to deduct one day of accrued sick leave from my account and place it in the Sick Leave Bank pursuant to rules jointly developed by the School Board and the Pinellas Classroom Teachers Association.

Name (Please Print)

Signature

School or Department

Social Security Number