

# Sick Bank Paraeducator Participation Form

Please read the following taken from our Collective Bargaining Agreement:

## Section 15.02 Sick Bank:

- (a) Employees in this bargaining unit will be afforded the opportunity to participate in a sick leave bank. The purpose of the sick bank is to provide financial assistance to an employee who is experiencing an emergency situation. All available vacation, personal, and accrued sick time must be exhausted prior to receiving sick bank time.
- (b) The following guidelines have been established for the administration of the sick leave bank:
  - 1) Sick bank contributions are on a strictly voluntary basis.
  - 2) The sick bank year shall run from October 1<sup>st</sup> thru September 30<sup>th</sup>.
  - 3) Eligibility to draw from the sick bank is predicated on the employee having contributed hours toward the year in which the request is made. For returning employees, contributions to the sick bank must be made by September 30<sup>th</sup>, of each new school year. Newly hired employees wishing to contribute to the sick bank must do so within sixty (60) days of attaining non-probationary status.
  - 4) Employees wishing to participate in the sick bank must donate one full day (expressed in hours) of sick time. Sick day value is based on the number of hours assigned to a position weekly divided by a five (5) day workweek. Example: A twenty (20) hour per week employee makes a four (4) hour contribution with a four (4) hour draw value.



**Complete the form and return it to your Co-President no later than 9/26/2016.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

I wish to donate to the Sick Bank (1 day worth): \_\_\_\_\_ hours.

I do not wish to donate (please initial): \_\_\_\_\_