

## **Administrative Guidelines For Certified Staff Sick Leave Bank**

Please read this information carefully before you complete the attached "Sick Leave Bank Form."

### ***GUIDELINES:***

- An employee on leave is not eligible to be granted days from the Bank during the leave year nor will that employee be requested to contribute to the Bank during the leave year.
- A prolonged illness is one which is confirmed in writing by the attending physician. It is expected that such documentation would be in sufficient detail and would also provide a prognosis estimating the expected recovery period. This written documentation must be filed with the Assistant Superintendent-General Administration at the time of application for days from the Bank.
- For the Bank to cover absence because of prolonged illness or hospitalization, all accumulated sick leave must first be used completely. The employee must then have two days of salary deduction. The next consecutive day of absence is the first day covered by the provisions of the Bank to a maximum of sixty (60) days.
- Application for days from the Bank shall be made by using the appropriate Sick Leave Bank Application Form which is available from Ms. Gina Passanante, Benefits Coordinator at 847-692-8035. The completed form shall be submitted to Ms. Passanante immediately following the use of the last day of accumulated sick leave.
- Upon receipt of the necessary documentation from the attending physician and the application form, the administrative designee will notify the chairman of the Advisory Board that an application has been made. Immediately thereafter, the Advisory Board and the administrative designee will convene to review the application and prepare a recommendation to the Superintendent. Upon approval by the Superintendent, the employee will receive days from the Bank. The days will be retroactively applied to the first day covered by the provisions of the Bank to a maximum of sixty (60) days or until the employee is released to work by the attending

physician, whichever occurs first. A participant who has used sixty days and suffers another incident is eligible for up to another sixty days in accord with the current Agreement.

- During the period of prolonged illness or hospitalization, the administration may require written statements by the attending physician.
- A participant in the Bank shall be considered as a continuing member through the life of The Agreement unless that participant files with the Assistant Superintendent-General Administration, a written statement to withdraw.