

## SICK LEAVE BANK PROCEDURE

The following procedures shall be followed in order to participate and utilize the benefits of the Sick Leave Bank.

1. Volunteer enrollment for eligible employees is the start of each fiscal or school year (July 1 - July 15). An employee hired after July 15 may join within 30 days of his/her date of employment.
2. Assessment of one day (8 hours) per employee who has completed the NWBOCES Sick Leave Bank Membership form.
3. Eligibility begins after five (5) working days of expiration of accrued sick leave, personal leave, and vacation leave.
4. A Sick Leave Bank member may borrow a maximum of 15 days per fiscal year.
5. The minimum number of days in the Sick Leave Bank will be 30. A reassessment of the Sick Leave Bank membership will take place when the balance falls below the 30 day minimum.
6. An employee who uses the Sick Leave Bank will pay back 1/2 of sick leave borrowed. This payment will be by return of sick leave days within two years of use. The pay back will be assessed at one-half of each day as earned. Any employee who fails to pay back one-half of sick leave borrowed will not be eligible to participate in the Sick Leave Bank.
7. In order to qualify for use of Sick Leave Bank the following conditions must be met:
  - a. Written verification by qualified physician of illness/injury.
  - b. Completion and submission of the Sick Leave request form to and approval by the Administrative Director.
  - c. Eligible by employee and immediate family only. Immediate family is defined in the Board's sick leave policy.

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