

Sick Leave Bank  
Revised 10-2-2017

The Jamestown Public School District will maintain a Sick Leave Bank for participating employees. The purpose of the Sick Leave Bank is to cover unexpected catastrophic illness or injury to participants in the Sick Leave Bank, their spouses, and children.

- a. **Catastrophic Illness or injury**  
“Catastrophic” means extreme or life threatening. This term does not include conditions associated with a normal pregnancy.
- b. **Participation**  
The offer to join the Sick Leave Bank is a one-time offer. Sick Leave Bank shall be available to employees only upon their initial qualifying employment. A new employee will have thirty (30) days from the time of signing their initial contract to accept or reject membership in the Sick Leave Bank. The sick leave bank will provide coverage for all eligible employees (those also eligible for coverage in the District health insurance plan) of the Jamestown School District and James Valley Career and Technology Center (JVCTC)-who choose to participate in the district plan. Each participating employee shall invest 2 days in the bank. Whenever the balance falls below 180 days, each member shall be assessed one (1) additional day, not to exceed (2) sick leave days in any single contract period. Unused sick leave bank days will accumulate to the next school term.

Any participant of the Sick Leave Bank may withdraw from the Bank at the end of a school year by giving written notice to the Sick Leave Bank Committee. Sick days invested in the bank will not be returned upon leaving the bank. Once a participant withdraws from the Bank, the participant is no longer eligible to rejoin the Bank.

- c. **Application**  
Any participant having used all of his(her) accumulated sick and personal leave days would be eligible to apply.

Application must be in writing by completing the Sick Leave Bank Application Form and shall be given to the sick leave bank committee for consideration. Applications must be accompanied by a medical doctor’s certificate verifying the severity, nature and projected duration of the illness. If the illness or injury qualifies for employee disability coverage, the individual must apply for disability coverage. The Business Manager shall verify that an application for disability has been filed.

The application must request a specific number of days, up to forty (40) per application. A participant may apply two (2) times in any single contract period and may be granted no more than 80 days of sick leave from the Sick Leave Bank for that particular illness/injury.

No participant shall be eligible to withdraw more than a lifetime total of one hundred eighty (180) days. Participants may not draw sick leave days from the bank once they receive employer-related disability benefits.

d. Committee

The make-up of the Sick Leave Bank Committee will be: two teacher appointed by the Association, one administrator appointed by the Superintendent, and one member of the Board of Education appointed by the President. The business manager will also serve on the committee, as an ex officio member with no voting rights. Members will serve a three-year term and all terms will begin on July 1.

The committee will meet within five (5) working days upon receipt of a request and a decision will be made at that time. They will review applications, give written notice of acceptance or rejection, determine the number of days granted to the applicant, provide reasonable assurance the bank is not abused, and prepare quarterly reports for the Superintendent. Decisions of the Committee will be made by majority vote and all decisions are final. The Sick Leave Bank records and accounting will be maintained by the District's Business Manager.