

New Paltz Central School District
Sick Bank Procedures

Committee Members:

Teacher Members

Kim Sturgis Middle School
Elaine Thomas Lenape

Administrators

Michelle Martoni District Office
Rick Linden District Office

Chairperson:

Kim Sturgis

1) Eligibility:

Any member of the NPUT bargaining unit may become a member of the Sick Bank.

2) Enrollment Procedures:

- a) To become a member of the Sick Bank, members must join the bank within 30 days of employment. After that date a member will not be eligible to join.
- b) At the time of joining the Sick Bank, a new member must donate one sick day and the district will match that one-day.
- c) New members must work a minimum of 14 consecutive days in order to accrue the one day necessary to join the Sick Bank to be a contributing member.
- d) A member of the Sick Bank may not withdraw from the Sick Bank until his/her employment with the district is terminated.
- e) A member may suspend their membership (no additional sick days taken from the member) while they are out on an unpaid leave for at least 6 months. This must be done by requesting this in writing to the chair of the Sick Bank committee.

3) Application Guidelines and Procedures:

- a) To draw days from the sick leave bank, an employee must be a currently enrolled and contributing member of the Sick Bank.
- b) To apply for days a member must submit a Sick Bank Request Form to the chair-person of the Sick Bank Committee, who will then contact the committee for review. Sick Bank members can only access days from the sick bank if a state licensed physician verifies that the member's illness or accident will prevent them from coming to work and that the member is unable to perform the duties of his/her job.
- c) The Sick Bank Committee shall deliberate and make judgments on applications. Applications must receive at least signatures of three sick bank committee members to be approved and approval can take place by e-mail.
- d) Maximum yearly allowance for one member is 165 days per school year.
- e) Sick bank cannot be used for child rearing maternity leave, but can be used for illness and disability related to pregnancy, delivery and recovery with a doctor's note.
- f) The Sick Bank Committee will review the number of days in the Sick Bank during the school year as necessary. If the anticipated need for Sick Bank Days

becomes apparent, the Sick Bank Committee will notify all members and replenish the bank.

- g) If a member has no days to contribute to the bank, when it is replenished, he/she will be docked one day's pay for each day contributed to the sick bank from the remainder of his/her salary for the year. Before a day's pay is deducted, a member should have the option to surrender a personal day as a sick day to the bank. If the member does not have a sick day or personal day to donate, the business office will make an attempt, when possible, to spread out the salary adjustment over the remainder of the pay periods during that school year.
- h) Should a person be unable to apply for days from the sick bank due to illness a member of his/her family or a designated representative with power of attorney or the NPUT president may make the application for him/her.
- i) Members should note that although pay stubs may indicate 15 additional sick days were awarded at the start of the school year, the sick days are prorated at a rate of 1.5 days per month should they leave the district or go on unpaid leave before the end of the school year. If an employee becomes sick during the school year he/she may not have the full 15 days available to use all at once. If a member is being paid his/her salary through the use of the Sick Bank, any new Sick Days accrued during the time they are not working, shall be given back to the Sick Bank.
- j) Applications will be reviewed in a timely manner, but members must realize if time does not permit applications to be processed immediately, pay may be deducted from their paycheck until such approval may be granted by the Sick Bank committee. After such approval, days will be reimbursed provided the approval has a retroactive date to cover pay.
- k) The fiscal year ends June 30th. Members should make every attempt to submit Sick Bank applications by June 15th in order to have them processed during the current school year.

4) Appeals procedure

- a) If the Sick Bank Committee deliberates and makes a judgment that a member's application does not meet the established criteria and is not approved, the member will be notified in writing by the chairperson of the Sick Bank Committee.
- b) If the member is dissatisfied with the judgment made by the Sick Bank Committee, the member may bring his/her concerns to the NPUT president and the Superintendent. This appeal must be made in writing within 30 days of written notification by the Sick Bank Committee's judgement.

5) Administration

- a) Sick Bank Committee is made up of two teacher members appointed by NPUT and two administrators appointed by the Superintendent.
- b) Sick Bank Applications are available in the main office of each building and on the district website. They can also be requested from Ron Noelle or from the Chairperson of the Sick Bank Committee. They will also be distributed at the start of the school year with important NPUT materials.
- c) Members will be notified about the status of their Sick Bank Application by the chairperson of the Sick Bank.