

## **Office Professionals Sick Leave Bank**

In accordance with Article XIII-Sick Leave of the NAFT Secretarial Unit bargaining agreement effective July 1, 2024, to June 30, 2025:

A sick bank shall be established by initial contribution of thirty-six (36) days by the School District and by members of the bargaining unit each contributing one (1) day of his/her accumulated sick leave days for use by a participating member whose sick leave is exhausted through prolonged illness. (A prolonged illness shall be one which has caused absence of more than fifteen (15) consecutive days). Vacation, personal, and compensatory days must be used by the participating member before being eligible to draw upon the sick leave bank. The Sick Leave Bank shall be non-accumulating in that its benefits beyond a residual number of one hundred (100) days, once reached, shall expire at the end of each contract year.

- a. To be eligible for Sick Leave Bank days the applicant must be a member of the bargaining unit and contributed one sick leave day to the bank within thirty (30) days from their date of hire or within the first five full days of the school year for subsequent years of employment.
- b. A doctor's certificate shall be required in each instance that an applicant seeks access to the sick leave bank, including application for extended benefits.
- c. The initial grant of days from the Sick Leave Bank will cover up to twenty-five (25) working days of any one prolonged illness; and the grant will end on the last workday of the contract year in which the prolonged illness began. Consideration will be given for additional days beyond the twenty-five (25) in the event that the prolonged illness continues. In no instance shall more than one (1) additional grant be made to an individual in a contract year, nor shall that additional grant coupled with the initial grant exceed forty-two (42) days effective July 1, 2004; 44 days effective July 1, 2005; 48 days effective July 1, 2006, for the individual. If in such instance of extended benefit award, the Sick Leave Bank reaches a level of fifteen (15) days, it will be replenished by a contribution of one (1) additional day of sick leave by each participating member.

Whereas there shall be not limit on the number of participating members who may access the Sick Leave Bank in a contract year, the contribution to the Sick Leave Bank by participating members in that contract year shall be limited to three (3) days.

- d. The Sick Leave Bank will be administered by a Sick Leave Bank Committee comprised of four (4) members: One (1) School Committee member; The Superintendent of Schools, two (2) members of the Federation.
- e. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.
- f. No days may be withdrawn from the Sick Leave Bank for use for other than prolonged illness. Days may not be withdrawn to permit the individual to be absent to care for other members of the applicant's family.
- g. Application for benefits shall be in writing in the form of a letter to the Superintendent or Schools accompanied by a doctor's certificate as to the illness and the anticipated extent of recovery time from illness.

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**Please sign below to accept or decline participation in the Sick Leave Bank.**

**I agree to have one sick leave day deducted from my account and entered into the Office Professionals Sick Leave Bank, thus making me a member and entitling me to any and all provisions.**

**Accept:** \_\_\_\_\_ **Decline**\_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_