



PERSONNEL – CERTIFIED/NON-CERTIFIED

4300

Voluntary Sick Leave Bank

A sick leave bank may be established for the purpose of allowing bargaining unit members to contribute accumulated sick leave which shall be available to other contributing members that have exhausted sick leave due to a chronic illness, series of chronic illnesses, catastrophic injury, serious illness, or combination of same as further enumerated by rules and regulations established by a committee(s) of the Board of Education and the bargaining unit.

Said committee made up of three Board designees and three bargaining unit designees shall meet and promulgate rules and regulations regarding the bank including but not limited to contribution levels, entrance to the bank, withdrawal from the bank, eligibility, and any other regulations that they deem necessary to the functioning of and implementation of this policy. Rules and regulations developed and/or amended by such committee and agreed to by the bargaining unit and Board are hereby incorporated by reference.

Policy Adopted: 7/20/99
Revised: 6/20/00
Revised: 02/28/17

PERSONNEL – CERTIFIED/NON-CERTIFIED

Voluntary Sick Leave Bank

1. Any teacher in the Montville Public Schools shall be permitted to contribute two (2) days from his/her sick leave allocation/accumulation reserve to a "Sick Leave Bank" which shall be established to aid/assist teachers who suffer prolonged illness and whose sick leave accumulation has been exhausted.
2. Applications for membership will be accepted annually from September 1-15 of each school year.
3. Any teacher who does not enter the 'Bank' during the eligibility period and enters at a later date shall be required to transfer two (2) days from their accumulated sick leave for each year of which they were eligible to enter the 'Bank' and chose not to.
4. The 'Bank' shall be built up to a maximum of six hundred (600) days.
5. Any person retiring or choosing to withdraw from the 'Bank' shall not be allowed to withdraw contributed days. Days contributed remain assets of the Sick Leave Bank.
6. A list of 'Sick Leave Bank' members shall be forwarded to the president of the MEA and copies will be available for posting in each teacher's room.

Procedures

1. Any teacher who is a member of the 'Sick Leave Bank' having exhausted or in the process of exhausting his/her available sick leave, may apply for additional leave from the 'Sick Leave Bank' upon filing a form to the Office of the Superintendent.
2. Any and all requests shall be reviewed by the "Committee" to ascertain whether sick leave days may be awarded from the 'Bank.' Decisions made by the 'Committee' are final, binding and not subject to the grievance procedure.
3. No teacher will be permitted to request more than one school month of sick leave at any given time. If leave is expected to exceed one school month, an additional request must be submitted in writing to the Office of the Superintendent of Schools.
4. The "Committee" shall include the Superintendent of Schools (or designee), a teacher and administrator from the building where the requesting teacher is employed and a member appointed by the Montville Education Association. Therefore, the "Committee" membership will be four (4) individuals.

Policy Adopted: 7/20/99
Revised: 6/20/00
Reviewed: 02/28/17

MONTVILLE BOARD OF EDUCATION
Application for Membership in the Sick Leave Bank for Teachers

NAME: _____ SCHOOL: _____

By my signature, I agree to abide to all rules and procedures listed below of the Sick Leave Bank for Teachers.

Signature of Applicant

Date

_____ I am not interested in joining the Sick Leave Bank.

Signature & Date

MEMBERSHIP:

1. Any teacher in the Montville Public Schools shall be permitted to contribute two (2) days from his/her sick leave allocation/accumulation reserve to a "Sick Leave Bank" which shall be established to aid/assist teachers who suffer prolonged illness and whose sick leave accumulation has been exhausted.
2. Applications for membership will be accepted annually from September 1-15 of each school year.
3. Any teacher who does not enter the 'Bank' during the eligibility period and enters at a later date shall be required to transfer two (2) days from their accumulated sick leave for each year of which they were eligible to enter the 'Bank' and chose not to.
4. The 'Bank' shall be built up to a maximum of six hundred (600) days.
5. Any person retiring or choosing to withdraw from the 'Bank' shall not be allowed to withdraw contributed days. Days contributed remain assets of the Sick Leave Bank.
6. A list of 'Sick Leave Bank' members shall be forwarded to the president of the MEA and copies will be available for posting in each teacher's room.

PROCEDURES:

1. Any teacher who is a member of the 'Sick Leave Bank' having exhausted or in the process of exhausting his/her available sick leave, may apply for additional leave from the 'Sick Leave Bank' upon filing a form to the Office of the Superintendent.
2. Any and all requests shall be reviewed by the "Committee" to ascertain whether sick leave days may be awarded from the 'Bank.' Decisions made by the 'Committee' are final, binding and not subject to the grievance procedure.
3. No teacher will be permitted to request more than one school month of sick leave at any given time. If leave is expected to exceed one school month, an additional request must be submitted in writing to the Office of the Superintendent of Schools.
4. The "Committee" shall include the Superintendent of Schools (or designee), a teacher and administrator from the building where the requesting teacher is employed and a member appointed by the Montville Education Association. Therefore, the "Committee" membership will be four (4) individuals.

MONTVILLE BOARD OF EDUCATION
Application for Membership in the Sick Leave Bank for Administrators

NAME: _____ SCHOOL: _____

By my signature, I agree to abide to all rules and procedures listed below of the Sick Leave Bank for Administrators.

Signature of Applicant

Date

_____ I am not interested in joining the Sick Leave Bank. _____
Signature & Date

MEMBERSHIP:

1. Any administrator in the Montville Public Schools shall be permitted to contribute five (5) days from his/her sick leave allocation/accumulation reserve to a "Sick Leave Bank" which shall be established to aid/assist administrators who suffer prolonged illness and whose sick leave accumulation has been exhausted.
2. Applications for membership will be accepted annually from September 1-15 of each school year; however, for the initial offering, membership will be accepted from January 1-31.
3. Any administrator who does not enter the 'Bank' during the eligibility period and enters at a later date shall be required to transfer five (5) days from their accumulated sick leave for each year of which they were eligible to enter the 'Bank' and chose not to.
4. The 'Bank' shall be built up to a maximum of two hundred (200) days.
5. Any person retiring or choosing to withdraw from the 'Bank' shall not be allowed to withdraw contributed days. Days contributed remain assets of the Sick Leave Bank.
6. A list of 'Sick Leave Bank' members shall be forwarded to each administrator that has entered the 'Bank' and the president of the MAA.

PROCEDURES:

1. Any administrator who is a member of the 'Sick Leave Bank' having exhausted or in the process of exhausting his/her available sick leave, may apply for additional leave from the 'Sick Leave Bank' upon filing a form to the Office of the Superintendent.
2. Any and all requests shall be reviewed by the "Committee" to ascertain whether sick leave days may be awarded from the 'Bank.' Decisions made by the 'Committee' are final, binding and not subject to the grievance procedure.
3. No administrator will be permitted to request more than one school month of sick leave at any given time. If leave is expected to exceed one school month, an additional request must be submitted in writing to the Office of the Superintendent of Schools.
4. The "Committee" shall include the Superintendent of Schools (or designee), an administrator designated by the Central Office, and a member appointed by the Montville Administrator Association. Therefore, the "Committee" membership will be three (3) individuals.

MONTVILLE BOARD OF EDUCATION
Application for Membership in the Sick Leave Bank for Secretaries

NAME: _____ SCHOOL: _____

By my signature, I agree to abide to all rules and procedures listed below of the Sick Leave Bank for Secretaries.

Signature of Applicant

Date

_____ I am not interested in joining the Sick Leave Bank.

Signature & Date

MEMBERSHIP:

1. Any secretary in the Montville Public Schools shall be permitted to contribute two (2) days from his/her sick leave allocation/accumulation reserve to a "Sick Leave Bank" which shall be established to aid/assist secretaries who suffer prolonged illness and whose sick leave accumulation has been exhausted. "Days" for purposes of this Sick Leave Bank shall mean seven (7) hours for full-time secretaries and four (4) hours for part-time secretaries.
2. Applications for membership will be accepted annually from September 1-15 of each school year.
3. Any secretary who does not enter the 'Bank' during the eligibility period and enters at a later date shall be required to transfer two (2) days from their accumulated sick leave for each year of which they were eligible to enter the 'Bank' and chose not to.
4. The 'Bank' shall be built up to a maximum of one hundred and eighty (180) days.
5. Any person retiring or choosing to withdraw from the 'Bank' shall not be allowed to withdraw contributed days. Days contributed remain assets of the Sick Leave Bank.
6. A list of 'Sick Leave Bank' members shall be forwarded to the president(s) of the M.A.E.S. and copies will be available for posting in each members work area.

PROCEDURES:

1. Any secretary who is a member of the 'Sick Leave Bank' having exhausted or in the process of exhausting his/her available sick leave, may apply for additional leave from the 'Sick Leave Bank' upon filing a form to the Office of the Superintendent.
2. Any and all requests shall be reviewed by the "Committee" to ascertain whether sick leave days may be awarded from the 'Bank.' Decisions made by the 'Committee' are final, binding and not subject to the grievance procedure.
3. No secretary will be permitted to request more than one school month of sick leave at any given time. If leave is expected to exceed one school month, an additional request must be submitted in writing to the Office of the Superintendent of Schools.
4. The "Committee" shall include the Superintendent of Schools (or designee), one full-time secretary, one part-time secretary and an administrator from the building where the requesting secretary is employed. Therefore, the "Committee" membership will be four (4) individuals.

MONTVILLE BOARD OF EDUCATION
Application for Membership in the Sick Leave Bank for Paraprofessionals

NAME: _____ SCHOOL: _____

By my signature, I agree to abide to all rules and procedures listed below of the Sick Leave Bank for Paraprofessionals.

Signature of Applicant

Date

_____ I am not interested in joining the Sick Leave Bank.

Signature & Date

MEMBERSHIP:

1. Any paraprofessional in the Montville Public Schools shall be permitted to contribute one (1) day from his/her sick leave allocation/accumulation reserve to a "Sick Leave Bank" which shall be established to aid/assist professional who suffer prolonged illness and whose sick leave accumulation has been exhausted. "Days" for purposes of this Sick Leave Bank shall mean six (6) hours for full-time paraprofessionals and four (4) hours for part-time paraprofessionals.
2. Applications for membership will be accepted annually from September 1-15 of each school year.
3. Any paraprofessional who does not enter the 'Bank' during the eligibility period and enters at a later date shall be required to transfer one (1) day from their accumulated sick leave for each year of which they were eligible to enter the 'Bank' and chose not to.
4. The 'Bank' shall be built up to a maximum of one hundred and eighty (180) days.
5. Any person retiring or choosing to withdraw from the 'Bank' shall not be allowed to withdraw contributed days. Days contributed remain assets of the Sick Leave Bank.
6. A list of 'Sick Leave Bank' members shall be forwarded to the president(s) of the Chapter and copies will be available for posting in each members work area.

PROCEDURES:

1. Any paraprofessional who is a member of the 'Sick Leave Bank' having exhausted or in the process of exhausting his/her available sick leave, may apply for additional leave from the 'Sick Leave Bank' upon filing a form to the Office of the Superintendent.
2. Any and all requests shall be reviewed by the "Committee" to ascertain whether sick leave days may be awarded from the 'Bank.' Decisions made by the 'Committee' are final, binding and not subject to the grievance procedure.
3. No paraprofessional will be permitted to request more than one school month of sick leave at any given time. If leave is expected to exceed one school month, an additional request must be submitted in writing to the Office of the Superintendent of Schools.
4. The "Committee" shall include the Superintendent of Schools (or designee), one full-time paraprofessional, one part-time paraprofessional and an administrator from the building where the requesting paraprofessional is employed. Therefore, the "Committee" membership will be four (4) individuals.