

St. Lucie

PUBLIC SCHOOLS



## **SICK BANK HANDBOOK**

*The School Board of St. Lucie County is an Equal Opportunity Agency  
May 2018*

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Sick Bank Enrollment Form.....	<a href="#">PER0193</a>
Sick Bank Withdraw Form.....	<a href="#">PER0161</a>

# SICK BANK CONTACTS

**Aaron Clements**

Director of Employee Relations

[Aaron.Clements@stlucieschools.org](mailto:Aaron.Clements@stlucieschools.org)

772/429-7520

**Lynn Louderback**

HR Specialist-Employee Relations

[Lynn.Louderback@stlucieschools.org](mailto:Lynn.Louderback@stlucieschools.org)

772/429-7504

**Barbara Audette**

Payroll Manager

[Baraba.Audette@stlucieschools.org](mailto:Baraba.Audette@stlucieschools.org)

772/429-3996

## **EMPLOYEE ELIGIBILITY**

Any full-time employee of St. Lucie Public Schools is eligible for membership in the Sick Leave Bank after one (1) full year of employment provided they have accrued a minimum of four (4) days of unused sick leave. In addition, through an agreement with the CTA, CTA/CU & CWA, administrators and other non-bargaining unit employees (such as school executive secretaries) are eligible to join the Sick Leave Bank under the same conditions.

## **ENROLLMENT VERIFICATION**

The form for enrollment in the Sick Leave Bank is provided in the Appendix on page 15. The Human Resources Department will verify each applicant's eligibility for enrollment in the Sick Leave Bank as soon as the enrollment period ends. At that time, the initial two (2) day contribution will be deducted by the Payroll Department. If you are currently a member, you do not have to complete an enrollment form again.

## **ENROLLMENT WINDOW**

The Sick Leave Bank open enrollment window runs for the first twenty (20) days of each semester.

## **LOW BANK LEVEL**

If the sick leave bank drops below one (1) day per member or if during the school year the total number of days falls below 150 days, continuing members of the sick leave bank shall contribute one (1) day of his/her accrued sick leave. The Payroll Department will notify the bargaining units ten (10) working days prior to deducting the one (1) accessed day from sick leave bank members.

## **PROCEDURES**

After a participant is a member of the pool for a minimum of sixty (60) calendar days and upon depletion of their sick and vacation leave, they shall be eligible to draw from the Bank with the following stipulations:

- a. Use of the Sick Leave Bank is restricted to those members who have not used the Bank for at least three (3) years.
- b. Use of the Sick Leave Bank will be restricted to no more than thirty (30) days per school year.
- c. Complete an "Application for Use of Sick Bank" form and submit to the Human Resources Department. See Appendix page 14.
- d. Complete and submit for approval a "Request for Absence" through Skyward.

An employee must have exhausted all individual accumulated sick and/or vacation leave and have been absent from employment without pay for four (4) consecutive working days as a consequence of the illness, accident or disability before being eligible for use of the Bank.

A doctor's statement certifying the illness and necessity for the protracted leave is required. Reapplication to the Sick Leave Bank must be accompanied by a doctor's certification that the current illness/injury is not the same or related to an illness/injury used for the Sick Leave Bank benefits in the past.

The employee shall not have to pay back in any manner the number of days used from the Bank. The use of the Bank shall be applicable to the illness, accident or injury of only the eligible employee.

A member shall not use days from the Bank for maternity purposes and/or during the period they are receiving Workers Compensation.

You may not donate days to a specific person in the sick leave bank. The days go into a pool for any member of the bank that meets the usage criteria.

Alleged abuse of the use of the Sick Leave Bank shall be investigated by the review committee, and on finding of wrong doing, the employee shall repay all of the sick leave credits drawn from the Sick Leave Bank and be subject to such other disciplinary action as determined by the Board to be appropriate.

### **WITHDRAWING MEMBERSHIP**

A participating employee who chooses to no longer participate in the Sick Leave Bank must notify the Human Resources Department during the two (2) sick bank open enrollment windows using the "Withdraw Membership from Sick Leave Bank" form (PER0161) which is provided on p. 16 of the Appendix; they shall not be eligible to withdraw any sick leave already contributed to the Bank.

additional days to transfer, any sick days allocated during the first month of employment with St Lucie County School Board will be allocated to new employees upon the successful completion of the first month of employment. 206  
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## ARTICLE XII

### SICK LEAVE BANK

- A. A sick leave pool shall be established for members of the bargaining unit. 1
- B. Eligibility 2  
Any full-time member of the CTA, CU, and CWA bargaining units shall be eligible for 3  
membership in the sick leave bank after one (1) full year of employment, provided that such 4  
employee has accrued a minimum of four (4) days of unused sick leave. A member must 5  
have verification from the personnel department that he/she meets eligibility requirements as 6  
outlined in this article. In addition, full-time personnel who are not in the bargaining unit 7  
and are not represented by another collective bargaining representative shall be eligible for 8  
participation in the sick leave bank under the same conditions. (Ratified 1/2008, 5/2015) 9
- C. Contributions 10  
Each new member of the sick leave pool shall contribute two (2) days of his/her personal 11  
accrued sick leave upon his/her initial enrollment. Each year thereafter, each continuing 12  
member shall contribute one (1) day of his/her accrued sick leave during the enrollment 13  
period at the beginning of the school year if the sick leave bank drops below one (1) day per 14  
member. If the sick leave bank falls below 150 days during the school year, each continuing 15  
member, except those currently using the sick leave bank, shall donate one (1) day from 16  
his/her accrued sick leave or withdraw membership from the sick leave bank. The payroll 17  
department will notify the Union ten (10) working days prior to deducting the one (1) 18  
assessed day from sick leave bank members. Forms for enrollment in the sick leave bank 19  
shall be available in each school office. (Ratified 1/2008, 5/2015) 20
- D. Enrollment Period 21  
Two (2) enrollment periods shall be established during the first twenty (20) days of each 22  
semester. 23
- E. Any sick leave pooled pursuant to this section shall be removed from the personally 24  
accumulated sick leave balance of the employee donating such leave. 25
- F. Identification and Recording of Participants 26  
The personnel and payroll departments shall establish and the Association will comply with 27  
procedures for identifying and recording contributions in the Bank and for complying with 28  
any applicable governmental regulation of sick leave or sick leave banks or associated record 29  
keeping. 30

G.	<u>Operation of Sick Leave Bank (Ratified 5/2015)</u>	31
	The following conditions shall control the operation of the sick leave bank and the right of teachers to utilize the bank:	32
		33
1.	After a participant is a member of the sick leave bank for a minimum of sixty (60) calendar days and upon depletion of his/her sick and vacation leave shall be eligible to draw days from the bank with the following stipulations:	34
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		36
a.	use of sick leave bank is restricted to those members who have not used the bank for at least three (3) years.	37
		39
b.	use of the sick leave bank will be restricted to no more than thirty (30) work days per school year. (Ratified 1/2008)	40
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2.	An employee must have exhausted all individual accumulated sick and vacation leave and have been absent from employment without pay for four (4) consecutive working days as a consequence of the illness, accident, or disability before being eligible for use of the pool. (Ratified 1/2008)	42
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3.	A doctor's statement certifying the illness and necessity for the protracted leave is required and must be submitted with the Application for Use of the Sick Leave Bank form. Reapplication to the sick leave bank requires a separate Application for Use of the Sick Leave Bank form and must be accompanied by a doctor's certification that the current illness/injury is not the same or related to an illness/injury used for sick leave bank benefits in the past. The member must also complete and submit a "Request/Reason for Absence." (Ratified 12/2009)	46
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		52
4.	The employee shall not have to pay back in any manner the number of days used from the bank. (Ratified 1/2008)	53
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5.	The use of the bank shall be applicable to the illness, accident or injury of only the eligible employee. A member shall not use days from the pool for maternity/paternity purposes. (Ratified 1/2008)	55
		56
		57
H.	The Board and the Association acknowledge that the utilization of days from the sick leave bank results in the expenditure of funds by the Board that would not otherwise be required.	58
		59
I.	The Association and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken, or not taken, by the Board for the purpose of granting this procedure for employees to use this sick leave bank.	60
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J.	<u>Withdrawal from Sick Leave Bank (Ratified 5/2015)</u>	64
	An employee who chooses to no longer participate in the sick leave bank must notify personnel in writing of his/her intent to withdraw membership; he/she shall not be eligible to withdraw any sick leave already contributed to the pool. The Human Resources Department will provide the associations with a copy of their member's withdrawal form.	65 66 67 68
K.	Any member of the Sick Leave Bank, who has claimed Illness/Injury in the Line of Duty under the Article that describes Leaves of Absence in their contract (Article XI, Section F) shall not be eligible to withdraw sick leave from the pool. (Ratified 1/2008)	69 70 71
L.	<u>Abuse of Bank</u>	72
	Alleged abuse of the use of the sick leave bank shall be investigated and, on finding of wrongdoing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subject to such other disciplinary action as determined by the Board to be appropriate.	73 74 75 76
M.	<u>Dissolution of Bank</u>	77
	If the sick leave bank is dissolved for any reason, the balance of days in the account shall be equally distributed into the individual accounts of the current members. However, no employee may receive more sick leave credit under this paragraph (L) than he/she has transferred into the bank.	78 79 80 81
N.	A Sick Leave Bank Review Committee shall be established by the Association to (Ratified 5/2015):	82 83
	1. Review and monitor usage.	84
	2. Review any alleged misuse.	85
	3. Keep records, as supplied by the payroll and personnel departments, at the CTA/CU office for review purposes.	86 87
	This committee will meet with the Board's representative who administers the Bank twice each year after the open enrollment period has closed and will receive an update report from the Board's representative during the months of December and June. Members of this committee shall be appointed by the Association's President. (Ratified 1/2008, 5/21015)	88 89 90 91



## ARTICLE IX

### SICK LEAVE BANK

- A. A sick leave pool shall be established for members of the bargaining unit. 1
- B. Eligibility (Ratified 5/2015) 2  
Any full-time member of the CTA, CU, and CWA bargaining units shall be eligible for 3  
membership in the sick leave bank after one (1) full year of employment, provided that such 4  
employee has accrued a minimum of four (4) days of unused sick leave. A member must have 5  
verification from the personnel department that he/she meets eligibility requirements as 6  
outlined in this article. In addition, full-time personnel who are not in the bargaining unit and 7  
are not represented by another collective bargaining representative shall be eligible for 8  
participation in the sick leave bank under the same conditions. (Ratified 1/2008) 9
- C. Contributions (Ratified 5/2015) 10  
Each new member of the sick leave pool shall contribute two (2) days of his/her personal 11  
accrued sick leave upon his/her initial enrollment. Each year thereafter, each continuing 12  
member shall contribute one (1) day of his/her accrued sick leave during the enrollment period 13  
at the beginning of the school year if the sick leave bank drops below one (1) day per member. 14  
If the sick leave bank falls below 150 days during the school year, each continuing member, 15  
except those currently using the sick leave bank, shall donate one (1) day from his/her accrued 16  
sick leave or withdraw membership from the sick leave bank. The payroll department will 17  
notify the bargaining units ten (10) working days prior to deducting the one (1) assessed day 18  
from sick leave bank members. Forms for enrollment in the sick leave bank shall be available 19  
in each school office. (Ratified 1/2008) 20
- D. Enrollment Period 21  
Two (2) enrollment periods shall be established during the first twenty (20) days of each 22  
semester. 23
- E. Any sick leave pooled pursuant to this section shall be removed from the personally 24  
accumulated sick leave balance of the employee donating such leave. 25
- F. Identification and Recording of Participants 26  
The personnel and payroll departments shall establish and the Association will comply with 27  
procedures for identifying and recording contributions in the Bank and for complying with any 28  
applicable governmental regulation of sick leave or sick leave banks or associated record 29  
keeping. 30
- G. Operation of Sick Leave Bank 31  
The following conditions shall control the operation of the sick leave bank and the right of 32  
teachers to utilize the bank: 33
1. After a participant is a member of the sick leave bank for a minimum of sixty (60) 34  
calendar days and upon depletion of his/her sick and vacation leave shall be eligible to 35

draw days from the bank with the following stipulations:	36
a. use of sick leave bank is restricted to those members who have not used the bank for at least three (3) years.	37 38
b. use of the sick leave bank will be restricted to no more than thirty (30) work days per school year. (Ratified 1/2008)	39 40
2. An employee must have exhausted all individual accumulated sick and vacation leave and have been absent from employment without pay for four (4) consecutive working days as a consequence of the illness, accident, or disability before being eligible for use of the pool. (Ratified 1/2008)	41 42 43 44
3. A doctor's statement certifying the illness and necessity for the protracted leave is required, and must be submitted with the Application for Use of the Sick Leave Bank Form. Reapplication to the sick leave bank requires a separate Application for the Use of the Sick Leave Bank Form and must be accompanied by a doctor's certification that the current illness/injury is not the same or related to an illness/injury used for sick leave bank benefits in the past. The member must also complete and submit a "Request/Reason for Absence. (Ratified 12/2009)	45 46 47 48 49 50 51
4. The employee shall not have to pay back in any manner the number of days used from the bank. (Ratified 1/2008)	52 53
5. The use of the bank shall be applicable to the illness, accident or injury of only the eligible employee. A member shall not use days from the pool for maternity/paternity purposes. (Ratified 1/2008)	54 55 56
H. The Board and the Association acknowledge that the utilization of days from the sick leave bank results in the expenditure of funds by the Board that would not otherwise be required.	57 58
I. The Association and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken, or not taken, by the Board for the purpose of granting this procedure for employees to use this sick leave bank.	59 60 61 62
J. <u>Withdrawal from Sick Leave Bank (Ratified 5/2015)</u> An employee who chooses to no longer participate in the sick leave bank must notify personnel in writing of his/her intent to withdraw membership; he/she shall not be eligible to withdraw any sick leave already contributed to the pool. The Human Resources Department will provide the associations with a copy of their member's withdrawal form.	63 64 65 66 67
K. Any member of the Sick Leave Bank, who has claimed Illness/Injury in the Line of Duty under the Article that describes Leaves of Absence in their contract (Article VIII) shall not be eligible to withdraw sick leave from the pool. (Ratified 1/2008)	68 69 70

L.	<u>Abuse of Bank</u>	71
	Alleged abuse of the use of the sick leave bank shall be investigated and, on finding of wrongdoing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subject to such other disciplinary action as determined by the Board to be appropriate.	72 73 74 75
M.	<u>Dissolution of Bank</u>	76
	If the sick leave bank is dissolved for any reason, the balance of days in the account shall be equally distributed into the individual accounts of the current members. However, no employee may receive more sick leave credit under this paragraph (L) than he/she has transferred into the bank.	77 78 79 80
N.	A Sick Leave Bank Review Committee shall be established by the Association to:	81
	1. Review and monitor usage	82
	2. Review any alleged misuse	83
	3. Keep records, as supplied by the payroll and personnel department, at the CTA/CU office for review purposes.	84 85
	This committee will meet with the Board's representative who administers the Bank twice each year after the open enrollment period has closed and will receive an update report from the Board's representative during the months of December and June. Members of this committee shall be appointed by the Association's President. (Ratified 1/2008; 5/2015)	86 87 88 89

## ARTICLE 26

### SICK LEAVE BANK

(Ratified 6/2015)

- A. Sick Leave Bank shall be established for members of the bargaining unit.
- B. Eligibility: Any full time member of the CTA, CU, and CWA bargaining units shall be eligible for membership in the sick leave bank after one (1) full year of employment, provided that such employee has accrued a minimum of four (4) days of unused sick leave. A member must have verification from the Personnel Department that he/she meets eligibility requirements as outlined in this article. In addition, full-time personnel who are not in the bargaining unit and are not represented by another collective bargaining representative shall be eligible for participation in the sick leave bank under the same conditions.
- C. Contributions: Each new member of the sick leave bank shall contribute two (2) days of his/her personal accrued sick leave upon his/her initial enrollment. Each year thereafter, each continuing member shall contribute one (1) day of his/her accrued sick leave during the enrollment period at the beginning of the school year if the sick leave bank drops below one (1) day per member. If the sick leave bank falls below 150 days during the school year, each continuing member, except those currently using the sick leave bank, shall donate one (1) day from his/her accrued sick leave or withdraw membership from the sick leave bank. The Payroll Department will notify the bargaining units ten (10) working days prior to deducting the one (1) assessed day from sick leave bank members. Forms for enrollment in the sick leave bank shall be available at each school office
- D. Two (2) enrollment periods shall be established during the first twenty (20) days of each semester.
- E. Any sick leave pooled pursuant to this section shall be removed from the personally accumulated sick leave balance of the employee donating such leave.
- F. Identification and Recording of Participants: The Personnel and Payroll Departments shall establish and the Association will comply with procedures for identifying and recording contributions to the Bank and for complying with applicable governmental regulation of sick leave or sick leave banks or associated recording keeping.
- G. Operation of Sick Leave Bank: The following conditions shall control the operation of the sick leave bank and the rights of the employees to utilize the bank:
1. After a participant is a member of the sick leave bank for a minimum of sixty (60) calendar days and upon depletion of his/her sick and vacation leave shall be eligible to draw days from the bank with the following stipulations:
    - a. use of sick leave bank is restricted to those members who have not used the bank for at least three (3) years.

- b. use of the sick leave bank will be restricted to no more than thirty (30) work days per school year.
  - 2. An employee must have exhausted all individual accumulated sick and vacation leave and have been absent from employment without pay at least four (4) consecutive working days as consequence of the illness, accident, or disability before being eligible for use of the pool.
  - 3. A doctor's statement certifying the illness and necessity for the protracted leave is required and must be submitted with the Application for Use of the Sick Leave Bank form. Reapplication to the sick leave bank requires a separate Application for Use of the Sick Leave Bank form and must be accompanied by a doctor's certification that the current illness/injury is not the same or related to an illness/injury used for sick leave bank benefits in the past. The member must also complete and submit a "Request/Reason for Absence.
  - 4. The employee shall not have to pay back in any manner, the number of days used from the bank.
  - 5. The use of the sick leave bank shall be applicable to the illness, accident, or injury of only the eligible employee. A member shall not use days from the pool for maternity/paternity purposes.
- H. The Board and C.W.A. acknowledge that the utilization of days from the sick leave bank results in expenditure of funds by the Board that would not otherwise be required.
- I. The C.W.A. bargaining unit and members of the bargaining unit shall indemnify and save the Board harmless from all claims, demands, suits or other forms of liability that may arise by reason of actions taken or not taken by the Board for the purpose of granting this procedure for employees to use the sick leave bank.
- J. Withdrawal from Sick Leave Bank: An employee who chooses to no longer participate in the sick leave bank must notify personnel in writing of his/her intent to withdraw membership; he/she shall not be eligible to withdraw any sick leave already contributed to the pool. The Human Resources Department will provide the associations with a copy of their member's withdrawal form.
- K. Any member of the Sick Leave Bank, who has claimed Illness/Injury in the Line of Duty under the Article that describes Leaves of Absence in their contract shall not be eligible to withdraw sick leave from the pool.
- L. Alleged abuse of the sick leave shall be investigated and upon finding any wrong doing, the employee shall repay all of the sick leave credits drawn from the sick leave bank and be subjected to such other disciplinary action as determined by the Board to be appropriate.

M. If the sick leave bank dissolves for any reason, the balance of days in the account shall be equally distributed into the individual accounts of the current members. However, no employee may receive more sick leave credit under this paragraph, than he/she has transferred into the sick leave bank.

N. A sick leave bank Review Committee shall be established by the CWA to:

1. Review and monitor usage.
2. Review any alleged misuse.
3. Keep records, as supplied by the Payroll and Personnel Departments, at the CWA office for review purposes.

This committee will meet with the Board's representative who administers the Bank twice each year after the open enrollment period has closed and will receive an update report from the Board's representative during the months of December and June. Members of this committee shall be appointed by the Association's President.