

Sick Bank Guidelines - E.G.E.A.

Sick Leave Bank

1. From time to time, on an as needed basis, an East Granby Employee who has exhausted his/her accrued sick/personal time, is a contributor to the Sick Bank, and is suffering from a catastrophic illness or event can request a donation of days from the Sick Bank. The Sick Bank will be run by the East Granby Public Schools and all decisions made for Sick Bank eligibility are not subject to appeal or the Grievance Process. The district shall be held harmless in the decision making process of Sick Bank eligibility. The committee reserves the right to meet annually and revise the sick bank guidelines.
 - a. Sick Bank
 - i. The Sick Bank will not exceed 185 days.
 - ii. Unused days will roll-over to the next school year.
 - iii. When the bank falls below eighty-five (85) days the bank is eligible to be replenished to its full capacity of one hundred eighty-five (185) days.
 - b. The Sick Bank Committee
 - i. A Committee composed of two (2) members of the East Granby Education Association, appointed by the East Granby Education Association President, and two (2) administrators, appointed by the Superintendent, will govern the Sick Bank. Members will be appointed for a two-year term. If the appointed member cannot serve the full term, the bargaining unit will replace that member for the remaining balance of the term.
 - ii. The Committee members will retain confidentiality regarding all employee information received by the Sick Bank.
 - iii. The Committee will meet, as needed, based on the receipt of an employee request.
 - iv. If there is no request, the Committee will meet bi-annually to review Sick Bank balance and procedures.
 - v. The Committee must have a quorum of four (4) members to meet and make a decision on an employee request.
 - vi. Requests for days does not guarantee automatic approval.
 - vii. The Committee will make the final decisions on all employee requests.
 - c. Enrollment and Contributions
 - i. Enrollment will be voluntary and held on an annual basis at the beginning of the school year with a deadline of September 30.
 - ii. An employee will contribute one (1) sick day annually to be eligible for the current school year. By way of example, an employee who contributes one sick day prior to September 30, 2023 will be eligible to request days from the sick bank for the 23-24 school year.

- iii. Any employee who is already at the maximum of 200 sick days prior to July 1 of the current enrollment year may contribute to the sick bank and remain with 200 sick days.
- iv. All Sick Bank time will be calculated in days.
- v. On a bi-annual basis, the Sick Bank Committee will share the Sick Bank balance with the East Granby Education Association President.
- vi. When the bank falls below 85 days, the bank is eligible to be replenished to its full capacity of 185 days.

d. Benefits

- i. The Sick Bank will be for the benefit of any employee, tenured or non-tenured, who has contributed to the Bank during the set enrollment period.
- ii. The Sick Bank benefit does not extend to family members.
- iii. An employee, or his/her designee, must apply to the Sick Bank, in writing, to receive days. This letter should be sent to the Superintendent or his/her designee.
- iv. The committee holds the right to request additional medical information when making a decision on eligibility.
- v. The illness or injury must be a serious one involving an extended period of disability and excludes chronic or common conditions and procedures or treatments which can be conducted outside of the work year.
- vi. The employee who receives a donation may receive up to fifty (50) days of donated sick time per year.
- vii. The committee shall have the discretion to authorize additional days.