

EEA Guidelines For Sick Leave Bank: SY 2025-26

(Effective August 15, 2025)

I. Membership:

- A. The Sick Leave Bank (“SLB”) is **voluntary** for bargaining unit members (hereinafter called “members”) and only participating bargaining unit members may benefit from the program.
- B. To become a participating member of the SLB, a full-time bargaining unit member must donate two (2) sick days. Eligibility begins September 1st of each year or the date of employment should it fall between September 1 and the last day of school.
- C. Bargaining unit members who do not join the Sick Leave Bank beyond the two-week enrollment period cannot become eligible for benefits until the following calendar year.
- D. New teachers who are hired after September 1st will have 10 days from the date of hire to join and will be responsible for 2 sick days in the 2025-26 school year.
- E. An accurate updated roster of members shall be always maintained by members of the Committee and Human Resources.
- F. Beginning on September 1st of any year, full-time membership will be renewed automatically by donating one (1) sick day for current members of SLB. If a current SLB member does not want to participate in the bank, they must email the SLB at SLBank.eea@gmail.com to officially withdraw by 4:00pm on Friday September 12, 2025.
- G. Upon retirement or voluntary resignation from the Erie Public Schools district, any sick leave days that were previously transferred shall remain the property of the SLB.
- H. Upon retirement, any bargaining unit member can donate sick days to the bank.
- I. Bargaining unit members will submit a membership form from the Association to be forwarded to the Sick Leave Bank committee. Members are asked to print the form, complete the application, and send an email to SLBank.eea@gmail.com.

II. Qualifications For Use Of The Sick Bank:

- A. Sick Leave Bank days shall be granted only in cases of a long-term, continuous absence necessitated by serious illness, disability, or accident. *A serious illness is defined as a health condition that carries a high risk of mortality and negatively impacts a person's daily function or quality of life, or excessively strains their caregivers.*
- B. Accumulated Sick Leave – All accumulated sick leave must have been used before a member is eligible for any Sick Leave Bank days.
- C. Accumulated Personal Leave – All accumulated personal leave must have been used before a member is eligible for any Sick Leave Bank days.
- D. The Committee reserves the right to transfer days to avoid lapse in pay to be added prior to exhausting days.

III. Sick Leave Bank Committee:

- A. The Committee shall be made up of no less than three (3) Members, who shall be appointed by the Association President, with the approval of the Executive Committee, and (1) of whom shall be the Association President or his/her designee.
- B. The Committee shall be responsible for keeping all records for the SLB.
- C. The Committee is responsible for an annual review of these guidelines and any recommendations for change shall be made to the parties of the collective bargaining agreement establishing the SLB.
- D. The Committee shall make an accounting to the Association and the District at the end of each contract year. This accounting shall include the previous year's balance, days contributed, and days approved as of June 30th of the contract year.
- E. The Committee shall develop a SLB request form which shall be sent to
 - 1. Association Sick Bank Committee
 - 2. District Personnel Office/Payroll
- F. The Committee shall have the right to have any information requested on the SLB Form verified by the District Personnel Office.
- G. The Committee is responsible for notifying the member of granted days or denied in writing within a reasonable time frame.

IV. Review of Cases:

- A. All cases shall be reviewed for final decision by the Sick Leave Bank Committee which has sole authority and discretion to grant days from the Sick Leave Bank.
- B. Abuse of Sick Leave
 - a. The Sick Leave Bank Committee has no standing or authority to make an independent determination of abuse of sick leave.
 - b. Allegations of sick leave abuse shall not influence decisions of the Sick Leave Bank Committee. Only employer-documented cases of abuse (i.e., disciplinary action applied, admission of abuse, etc.) shall be considered by the committee in its decisions.
- C. Confidentiality—The Sick Leave Bank Committee shall take all necessary steps to ensure the confidentiality of its decisions.
- D. Certification by Physician—The Sick Leave Bank Committee shall *require* physician's certification to verify the need for Sick Leave Bank Days.
- E. The Sick Leave Bank Committee shall apply these guidelines equitably to all member applicants.

V. Distribution of Days by the Sick Leave Bank:

- A. You can request provisional days, which will be granted at the discretion of the committee. Under most circumstances, the Sick Leave Bank Committee may grant up to a maximum

of ten (10) days per individual request for members who have exhausted all sick and personal days.

- B. *If need exists for leave beyond the days granted in item A, the request for leave form shall be resubmitted to the Sick Leave Bank Committee and leave may be granted in increments as detailed in this section.*
- C. The maximum number of days to be granted, per individual, per year, is 30 days.
- D. The Sick Leave Bank Committee reserves the right to suspend the review procedures in Items A and B.
- E. Exclusions: The Sick Bank Committee is forbidden to award days for Workers' Compensation Cases and Maternity/Paternity leave. Unless a member has been hospitalized for mental health illness, members may not use sick leave bank days.

VI. Allocation of Sick Days to the Sick Leave Bank:

- A. The sole responsibility of the district for the Sick Leave Bank Program will be the allocation of days at the appropriate points in time and the honoring of requests for utilization when presented by the Sick Leave Bank Committee.
- B. In the event the Sick Leave Bank is ever disbanded, the Committee's responsibility is to continue to operate until the Sick Leave days in the bank have been allocated in accordance with the original purpose of the bank to its members.