



## **PAT SICK LEAVE BANK GUIDELINES**

1. Sick Leave Bank days will be available to unit members upon recommendation of the Contract Administrations Committee for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring illness extending beyond the unit member's accumulated sick leave and days available at 2/3 pay.
2. Applications for use of the Bank shall be submitted to the Contract Administration Committee for their recommendation. The Committee shall review the request and determine the eligibility of the unit member. A statement from the attending physician verifying the unit members illness shall be attached to the application. The nature of the illness need not be disclosed by the unit member. Grants will be made for a minimum of five (5) days and up to a maximum of twenty (20) days. If a unit member needs more than twenty (20) days, a new application with verification of illness will be necessary. The Committee may request additional verification of illness from time to time.
3. In order for a unit member to be eligible to apply for sick leave benefits from the Bank, the unit member must have been absent for work due to illness or accident for all his/her accumulated sick leave. Only those members who have extended or recurring illness will be eligible. The Bank is not intended to be used for routine illness.
4. Unit members compensated for work-related injury or illness are not eligible to draw on the Sick Leave Bank. Unit members drawing PERS disability benefits will not be eligible to receive a grant from the Sick Leave Bank. However, a member could be eligible to receive a grant while waiting for PERS to take effect.
5. The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident.
6. Bank grants to unit members will not be carried over from one fiscal year to another and all such grants will end at the termination of the fiscal year. If a unit member does not use all the days granted by the Bank, the unused sick leave days will be returned to the Bank
7. In no case will granting a leave cause a unit member to receive more than his/her per diem salary.
8. In order to facilitate action on applications, the Contract Administration Committee may appoint a subcommittee to administer the Sick Leave Bank.
9. Sick Leave contributions by unit members may be made only to the Bank and not to individuals.