

## **Custodial Employees /SPED Bus Drivers Sick Leave Bank**

In accordance with Article XXII-Sick Leave and Sick Leave Bank of the AFL-CIO, State Council 93 bargaining agreement effective July 1, 2022, to June 30, 2025:

A sick bank has been established by members of the bargaining unit each voluntarily contributing two (2) days of their accumulated sick leave for use by a participating member whose sick leave is exhausted through prolonged illness. (A prolonged illness shall be one which has caused absence of more than fifteen (15) consecutive days). Vacation, personal, and compensatory leave must be used by the participating member before she/he is eligible to draw upon the Sick Leave Bank. New members of the bargaining unit must contribute two (2) days of accumulated sick leave in order to be eligible to draw on the Sick Leave Bank. The Sick Leave Bank may not accumulate beyond the maximum allowed number of days of one hundred and forty-five (145).

Leave bank will be administered by a Sick Leave Bank Committee comprised of no fewer than five members. The Superintendent of Schools, his/her designee, and three members of the Bargaining Unit. Other members may be invited to meet at the committee's discretion.

- a. To be eligible for Sick Leave Bank days the applicant must be a member of the bargaining unit for at least one (1) year and must have contributed one (1) sick day prior to application.
- b. Application for benefits shall be in writing in the form of a letter to the Superintendent of Schools accompanied by a doctor's certificate as to the illness and the anticipated extent of recovery time from the illness.
- c. The initial grant of days from the Sick Leave Bank will cover up to twenty (20) working days of any one prolonged illness; and the grant will end on the last workday of the contract year in which the prolonged illness began. Consideration will be given for additional days beyond the twenty (20) in the event that the prolonged illness continues. In no instance shall more than one (1) additional grant coupled with the initial grant exceed forty (40) days for that individual. If in any instance the Sick Leave Bank falls below fifty (50) days, it shall be replenished by the contribution by each participating member of the bargaining unit of one (1) additional sick day, provided that no member of the bargaining unit may be assessed more than three (3) such days per contract year, and if after such assessments are completed the Sick Leave Bank falls below fifty (50) days, it shall not be replenished again until the following contract year.
- d. The Sick Leave Bank will be administered by a Sick Leave Bank Committee comprised of four (4) members: One (1) School Committee member; The Superintendent of Schools, two (2) members of the bargaining unit.
- e. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.
- f. No days may be withdrawn from the Sick Leave Bank for use for other than prolonged illness. Days may not be withdrawn to permit the individual to be absent to care for other members of the applicant's family.
- g. Employees assigned to 30 hours shall receive all benefits on a pro-rated basis.

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**Please sign below to accept or decline participation in the Sick Leave Bank.**

**I agree to have two sick leave days deducted from my account and entered into the Custodial Sick Leave Bank, thus making me a member and entitling me to any and all provisions.**

**Accept:** \_\_\_\_\_ **Decline** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

G:FMLA:sick bank:accept decline participation