

PROFESSIONAL STAFF SICK LEAVE

Faculty members of the Faith School District may be absent for a variety of reasons. The common reason is illness. According to a professional contract one has 10 days sick leave that can accumulate to 30 days. A sick leave bank has been established for those who wish to participate. Sick leave bank rules are as follows:

1. Every teacher shall be eligible for the sick leave bank upon signing over one sick leave day to the bank before the first pay period.
2. Each participating employee contributes one day of sick leave per year to the bank and may draw up to 30 days sick leave per year from the bank provided that such named employee has exhausted his/her accumulated sick leave.
3. Administration of the program will be handled by the school business office.
4. All requests for use of this bank must be submitted in writing to the sick leave bank board. The sick leave bank board has the authority to approve or disapprove any requests. The sick leave bank board is to consist of participating members of the sick leave bank. The members shall determine the size of the board.
5. Each employee enrolling in the bank will donate one day of his/her sick leave to the bank prior to the first pay period until the contribution builds the bank total to 250 or more days. No more days will be added to this total until the bank is depleted to 150 days, except for new participants who shall donate for five years.
6. A person withdrawing from membership in the bank will not be able to withdraw contributed days.
7. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
8. The sick leave bank board may, at their discretion, request a doctor's report before granting approval for withdrawal of days from this bank.
9. If the teacher has exhausted all sick leave days and allowable sick bank days, teachers may donate days from their sick leave to that teacher.
10. This is not a bank for maternity leave.

Sick leave is provided so that you need not expose children to your illness nor prolong it by being at work when you should have stayed home. In case of illness, the principal or his/her designee should be notified by 6:45 a.m. so that a substitute can be contacted.

Adopted: February 12, 2001

Amended: June 11, 2007