

McLean County Unit District No. 5

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MEMORANDUM

To: Certified Staff Covered By Negotiated Contract
From: John W. Pye
Date: August, 2007
Subject: Sick Leave Bank

The current Negotiated Contract between UFEA and the Board of Education contains a provision that allows certified staff members covered by the Agreement to voluntarily transfer one day of accumulated sick leave to a Sick Leave Bank once each year. The contract language is quoted in the form below.

If you wish to transfer one of your accumulated sick leave days to the Sick Leave Bank this year, please complete the form, make a copy for your records, and return the original to **Payroll** at the **Unit Office** by **4:00 p.m., Tuesday, September 4, 2007** or within 10 days of your start date if your employment begins after the first day of school.

Sick Leave Bank Contribution Form

Negotiated Contract between UFEA and McLean County Unit District No. 5, Article X, Section 10.1.1a: Once per school year each member of the bargaining unit may voluntarily transfer one (1) day of accumulated sick leave to a Sick Leave Bank.

Any bargaining unit member who contributes to the Sick Leave Bank, who exhausts his/her accumulated sick leave, and who is absent for more than three (3) consecutive work days with his/her own illness or disability may apply for the use of days from this Sick Leave Bank. **Use of these days must be during the year the bargaining unit member contributes to the bank.**

Such request will be forwarded to the president of the Association who will approve or deny the request and then forward the request to the administration for approval. Such request must be accompanied by a doctor's verification. If the request for use of days from the Sick Leave Bank is approved, the day(s) granted will be applied retroactively to include the three (3) days preceding the request.

A bargaining unit member will be allowed to use up to thirty (30) days from the Sick Leave Bank. After a bargaining unit member has exhausted the thirty (30) days, in cases of catastrophic illness, the bargaining unit member may request up to thirty (30) more days. The second request must also be accompanied by a doctor's verification.

If there are any unused days in this Sick Leave Bank at the end of the school year, they will be carried over into the next school year.

I wish to contribute one (1) day to the Sick Leave Bank for the 2007-2008 school year.

Name (Please Print)

Social Security Number

Homebase

Signature

Date

Please return to Payroll at the Unit Office by 4:00 p.m. Tuesday, September 4, 2007 or within 10 days of your start date if your employment begins after the first day of school.