

Greater Lowell Technical High School



Teacher's Organization
Sick Bank By-Laws

- A. Effective July 1, 1998, the sick leave bank shall be maintained by the annual voluntary donation of one (1) day of the fifteen (15) days of sick leave by all teachers who wish to join. Teachers will be eligible to join only during the month of September each year except for teachers new to the system who are hired midyear who shall be given one month in which to join. The bank shall be maintained at no less than one thousand (1000) days.
- B. The sick leave bank shall be administered by a Sick Leave Bank Committee consisting of five (5) teachers. All decisions must be by majority vote. The Sick Leave Bank Committee shall determine the eligibility for the use of the bank and the amount of leave to be granted.
- C. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and not subject to appeal.
- D. Unused days in the Sick Leave Bank shall accumulate from year to year and from contract to contract.
- E. When the sick leave bank balance exceeds the one thousand (1000) day requirement, the Sick Leave Bank Committee may elect to collect a day only from those teachers who have been enrolled in the Sick Bank for less than five (5) consecutive years.
- F. Sick Leave Bank benefits shall be available when a member, due to one period of illness or other disability, shall have missed 30 consecutive school days. Application for benefits shall be accompanied by an original certificate from the members attending physician/specialist. No photocopies or emailed copies will be accepted. The committee has the right to contact the physician or specialist for any additional information if deemed necessary. Should the committee wish to challenge the claim, the committee reserves the right to have the member examined by a physician of its choosing. Should the two physicians not agree, the two physicians shall agree on a third physician, whose decision shall be final. Expense of such third physician will be split between the member and the organization.
 - 1. Interrupted same illness:
 - a. Members who have previously drawn on the sick leave bank who qualified for benefits and returned to work and suffer a relapse shall be eligible again.
- G. Sick Leave Bank days shall only be available after the informed teacher has exhausted all but one (1) day of his entire personal sick leave, both annual and accumulated.
- H. Application for benefits shall be made in writing to the Sick Leave Bank Committee accompanied by an original doctor's certificate as to the need for an anticipated extent of extended recovery time from the illness.

- I. Subject to the foregoing requirements, the Sick Leave Bank Committee will determine the eligibility for the use of the Bank and the amount to be granted. The following general criteria shall be considered by the Committee in administering the Bank and in determining the amount of leave:
 - a. Medical evidence of serious extended illness provided by a physician or specialist.
 - b. Prior utilization of all eligible sick leave.
 - c. 30 Day Review with 180 day limit. A new application must be made every 30 days.
 - d. Any other information deemed pertinent to the committee.
- J. Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to commence a new accumulation of individual sick leave in accordance with the provisions of the collective bargaining agreement on the same basis as other teachers.
- K. If the Sick Leave Bank is exhausted during the school year it shall be renewed by a contribution of one (1) additional day of sick leave by each eligible member of the staff covered by this Agreement from their annual days of sick leave. To the extent that such additional days are unused at the conclusion of that school year they may be carried over to the successive school year.
- L. All sick days contributed to the bank remain property of the Sick Leave Bank.
- M.
 - a. Any member of the Sick Leave Bank who is drawing sick leave for any type of illness or disability, and is found working at another job outside the Greater Lowell Tech will be immediately terminated from participation in the Sick Leave Bank and not allowed from drawing any more sick leave time from the bank.
 - b. If the Sick Leave Committee finds that any member has knowingly given false information in any part of the application process, that member will be no longer able to participate in the Sick Leave Bank.

Sick Leave Bank Procedures

- All deposits must be made in writing except for teachers new to the system who are hired mid-year who shall be given one month in which to join. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and not subject to appeal.
- Only those teachers who deposit in the bank may be permitted to withdraw from the bank.
- All requests for withdrawal from the bank must be accompanied by an original GLTO Member form and an original GLTO Physicians certificate stating the reason for the request and must be approved by the Sick Leave Bank Committee.
- Teachers who receive time from the Sick Leave Bank will be paid while absent at their current salary.
- Membership in the Sick Leave Bank will be voluntary. Day deposit forms will be provided and must be completed promptly by all those wishing to join.

Committee Operating Procedures

- To avoid misunderstanding and assure that the benefits of the sick leave bank are administered in a manner that is fair and equitable to all parties, the following procedures will be used:
- The form used to document action on grant requests to the sick leave committee will be copied to the following after the meeting:
 - Copy 1 – To Superintendent for signature – to payroll as authorization to pay and submission into the employee’s folder as record.
 - Copy 2 – Sick bank Committee file
 - Copy 3 – Copy to member
- Meetings will be called within 7 school days when requests are made, whenever possible.
- Permanent minutes of meetings will be kept to provide record of requests, facts relating to case and reasons for decisions with recorded votes.
- Immediately following meetings, member will receive form back with committee action shown – reasons for rejections will be shown.