

REQUEST FOR SICK LEAVE BANK DAYS

Employee Information

Name _____

Address _____

Telephone _____ Building _____

The intent of the Sick Leave Bank program is to provide a means to assist employees who, because of long-term personal illness, have exhausted their leave benefits and would be otherwise subject to a severe loss of income during a continuing absence from work. The program is not intended to provide supplemental income that would result in compensation levels exceeding normal wages. Please review the criteria for eligibility as part of the request process and then complete the items below.

The following procedures and guidelines have been established for utilization of the Sick Leave Bank:

- a. Any PDTA unit member who has contributed to the Sick Leave Bank will automatically be a member of the Sick Leave Bank.
- b. A completed request form must be submitted to the Association President.
- c. No benefits may be used while on unpaid leave of absence or after leaving the employ of the Pittsford Central Schools.
- d. A member may withdraw from the Sick Leave Bank, but may not take back contributed days.
- e. Only persons who have contributed to the Sick Leave Bank may make a request for Sick Leave Bank days.
- f. The member must have exhausted all Prolonged Illness Days.
- g. The member must have no more than 10 Personal and Family Illness Days available.
- h. A member must suffer a prolonged illness. (Prolonged illness is defined as an employee illness that extends for more than 15 consecutive school days.)
- i. A member may draw up to their maximum (see section 3a) from the Sick Leave Bank in any given school year.
- j. The Sick Leave Committee may require submission of a doctor's statement.

Signature

I request payment from the Sick Leave Bank. I certify that I have not received reimbursement from any other source. I also certify that I have met all of the requirements outlined above. I understand that the Committee may contact me for additional information.

Employee Signature

Date

Return to: PDTA Office, PCSD Adm. Annex, 42 West Jefferson Road, Pittsford, NY 14534