



Sick Leave Bank Guidelines

1. As per the PDTA Contract, a Sick Leave Bank (SLB) is available and administered by the Association and the District. The open enrollment period for the Sick Leave Bank is October 1 – October 31.
 - You only need to join the SLB once. If you are unsure of your membership, please contact the PDTA Office
 - All employees who are members of the SLB may elect to donate up to four (4) additional sick days to the SLB each year during open enrollment
 - All employees who retire with sick days in excess of 200 may contribute up to four (4) additional sick days to the SLB upon retirement
2. The intent of the Sick Leave Bank program is to provide a means to assist employees who, because of long-term **personal** illness and/or medically documented leave or extended medical absence, 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.
3. Each active unit member of the PDTA who works .5 or more may join the Sick Leave Bank.
 - a. **Members joining the Sick Leave Bank starting in October 2026** are committing to donating one day per year, for your first five years of SLB enrollment.

Years Enrolled in SLB	# of Days You Have Access To
Year 1	10 Days
Year 2	15 Days
Year 3	20 Days
Year 4	25 Days
Year 5 (fully vested)	30 Days

- b. The contribution must be made in writing, by completing the digital enrollment Form. This Form will be processed by the PDTA Office.
 - c. Should the Sick Leave Bank drop below 500 days available, the Representative Assembly of PDTA will determine a course of action. For example, the solicitation of donations and/or assessment of one (1) additional day from current Sick Leave Bank members. If a member chooses not to be assessed the additional day they will be withdrawn from the program without reimbursement of prior contributions.
- 4. A committee consisting of the Association President, Resolution Specialist, the Building Representative from the applicant's building, and the Assistant Superintendent for Human Resources shall have the authority to resolve all issues related to the Bank. The decisions of the Committee will not be subject to the grievance procedure.
- 5. The following procedures and guidelines have been established for utilization of the Sick Leave Bank:
 - a. Active membership within PDTA must be maintained to utilize the SLB.
 - b. No Sick Leave Bank benefits may be used while on unpaid leave of absence or after leaving the employ of Pittsford Central Schools.
 - c. A member may draw up to their maximum (see section 3a or 5m) from the Sick Leave Bank in any given school year.
 - d. An active 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. A digital request Form must be submitted to the PDTA Office. Forms can be obtained from the PDTA website: <https://www.pdta.org/leave-and-sick-leave-bank>
 - g. The member must suffer a prolonged illness. Prolonged illness is defined as an employee illness that extends for more than 15 consecutive school days.
 - h. The member must have exhausted all *Prolonged Illness Days*, when applicable.
 - i. The member may draw from the Sick Leave Bank when they have no more than 10 *Personal and Family Illness* days, assuming there are more days left in the school year than available.

- j. For pregnancy related absence, the Sick Leave Bank is only applicable during the medically excused portion of absence. The Sick Leave Bank may be used for pregnancy related absences once per pregnancy.
- k. SLB is only applicable during the 12 weeks of FMLA.
- l. The Sick Leave Committee may require submission of a doctor's statement.
- m. Members of the Sick Leave Bank, prior to October 2026, will utilize the following schedule previously in place:

Years of Service	Year 1	Year 2	Year 3	Year 4	Year 5 +
Days contributed	1	1	1	1	0
Days available in the Sick Leave Bank	10	20	30	30	30
Days contributed	0	2	1	1	0
Days available in the Sick Leave Bank	0	20	30	30	30
Days contributed	0	0	3	1	0
Days available in the Sick Leave Bank	0	0	20	30	30
Days contributed	0	0	0	4	0
Days available in the Sick Leave Bank	0	0	0	20	30
Days contributed	0	0	0	0	4
Days available in the Sick Leave Bank	0	0	0	0	20 (30 in subsequent years)