

Orange Windsor Supervisory Union

Royalton School District

Support Staff Sick Leave Bank

If a support staff employee has a prolonged illness or disability lasting more than five (5) work days (not to include a normal pregnancy) such that it exhausts his/her accumulated sick leave, the Teacher's Association or at least three members of the support staff working in concert may, after notifying the principal, request other school employees to donate sick leave time for the use by the ill or disabled support staff member. Such donations shall be placed in a "Sick Leave Bank." Each staff member may donate up to ten days of accumulated sick leave so long as the days donated do not drop the employee below thirty days or one-half the allowable accumulated sick leave whichever is less. Days donated to the "Sick Leave Bank" may *not* be returned to the donating employee whether or not they are used. No individual can draw more than sixty (60) days from the sick leave bank. The sick leave bank shall be administered by the supervisory union business manager. This "Sick Leave Bank" shall be emptied annually on June 30. Accordingly, new donations shall be required to replenish the bank as of July 1 of each year.

Date Reviewed: 10-1-02, 10-15-02

Date Warned: 11-7-02

Date Adopted: 11-19-02

This is a **New Policy**.