

Camden City School District

Sick Leave Bank Policy

SECTION I: Purpose

The purpose of the Sick Leave Bank is to provide additional paid leave for eligible employees who have exhausted their accrued sick, personal and vacation days as a result of a catastrophic illness, or injury. The Bank serves as a depository into which participating employees voluntarily contribute days for allocation to either themselves or other participating employees meeting the criteria. This Bank is not to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when employee loses compensation as a result of a catastrophic illness or injury.

Section II: Definition

Catastrophic Illness means any terminal illness or any disease that would be labeled as “end stage”.

Catastrophic injury means any injury that would not allow an employee to perform his or her job duties due to permanent physical impairment.

A qualifying illness or injury might include, but is not limited to, terminal cancer, major non-elective surgery, serious accident, heart attack, traumatic brain injury or complications during pregnancy. In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of an extended duration, and requires the services of a licensed health care provider.

Section III: Membership

Membership in the sick leave Bank is open to full-time, active employees who are not members of the Camden Education Association and who donate a minimum of one day of their accumulated sick, personal or vacation days to the bank each school year.

A. Eligibility

1. Membership in the Sick Leave Bank is established when a full-time employee of the CCSD donates a minimum of one day of their accumulated sick, personal or vacation days to the bank and is an active member of one of the following:
 - CCFSP - Federation School Psychologists
 - CCPSA - NJ Principals and School Administrators
 - CWA - Custodial and Maintenance Workers
 - Non-Affiliated Employees
2. Participation is voluntary but requires a nonrefundable contribution to the bank that is determined by the Sick Bank Committee each school year.

B. Contribution to the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing a minimum of one (1) day of accrued sick, vacation and/or personal day. The day(s) donated will be subtracted from the members’ total accrued days. All donations will remain in force and cannot be returned.

2. Contributions to the bank can be made at any time during July 1 and June 30 each year. A contribution during this time establishes membership for the following school year. A school year is defined as July 1-June 30.
3. Day(s) donated will be assessed a value of the employee's daily rate at the time of donation.
4. Employees desiring to join the Sick Leave Bank must complete the online membership application form [here](#). These forms are also available on the District Website on the Talent and Labor Relations page. The Committee will verify and make a determination of the employee's eligibility.
5. Written notice will be sent to the employee regarding his/her membership status.

Section III: Procedures to Apply for Leave

1. Should the member have a catastrophic illness or injury (as defined in section II) necessitating the need for additional days after all accrued sick, personal and vacation days have been exhausted, the member may submit a request to withdraw days from the Sick Leave Bank. An employee or his/her designee must request to sick leave from the Bank by completing an application and submitting it to the Division of Talent and Labor Relations, Attention: Theresa Reese. Forms are available by contacting the Division of Talent and Labor Relations.
2. An applicant will be required to sign a release of medical information form, authorizing the Sick Leave Bank Committee to contact attending physician, if needed. Failure to provide this authorization will result in a denial of the application. Detailed medical information and an evaluation from the employee's attending physician will be required before any application will be reviewed by the Sick Leave Bank Committee.
3. The Physician's Statement must contain the physician's legibly written statement identifying diagnosis, treatment, prognosis and an estimated return to work date along with the physician's signature and stamp.
4. Applications must be completely filled out. The application will not be reviewed and will be returned, if all sections have not been completed. The words "not applicable" should not be used in any section.

Section IV: Withdrawing Days from the Sick Leave Bank

1. Only members in good standing who have donated at least one day each school year beginning in the 2016-2017 school year are eligible to withdraw from the Sick Leave Bank.
2. The maximum number of sick leave days granted during a school year (July – June) is 150 days
3. Before withdrawing days from the Sick Leave Bank, a member must have been absent from work for a minimum of thirty (30) consecutive workdays and must have exhausted all accrued sick, personal and vacation days.
4. There is a ninety (90) day waiting period between the date of the donation and the date of the withdrawal from the Sick Leave Bank.
5. No member will be eligible to receive days from the Sick Leave Bank prior to the ninety first (91st) day.
6. Sick Leave Day payouts are retroactive to the first day of eligibility once all criteria are met.
7. The Sick Leave Bank cannot be automatically extended from one year to another.

Section V: Administration of the CEA Sick Leave Bank

1. Applicants will be notified of the determination of his/her application through the District email account.
2. The Committee reserves the right to contact the employee and/or the employee's physician(s) for further information or clarification, if necessary.
3. All unused Sick Leave days in the bank carry over to the next school year.
4. No employee may withdraw days from the Sick Leave Bank unless authorized by the committee

Section VI. Committee Responsibilities

1. The Sick Leave Bank Committee will consist of eight people. Four members representing the Camden City School District and one representative from each of the following collective bargaining units:
 - a. CCFSP – Federation School Psychologists
 - b. CCPSA – NJ Principals and School Administrators
 - c. CWA - Custodial and Maintenance Workers
 - d. Non-Affiliated Employees
2. All applications for sick leave bank days will be reviewed individually by the Committee during its monthly meeting. When necessary, review and approval of an application may be done via e-mail.
3. The Committee will approve or deny all requests to withdraw from the Sick Leave Bank.
4. The Committee shall determine the number of days approved on a case by case basis.
5. The Committee will have scheduled monthly meetings to review applications and monitor the status of the bank.
6. All members of the Committee will acknowledge their duty to protect the confidentiality of the information presented by signing a confidentiality agreement.
7. The Sick Bank Committee has the right to change its policies and procedures periodically in order to ensure the most effective operation of the Sick Leave Bank.