

## **WHAT WWEA MEMBERS NEED TO KNOW TO ENTER INTO THE WWEA SICK BANK**

- When directed by the WWEA (Association), the equivalent of one leave day will be deducted from each teacher and deposited in the sick bank
- A teacher who wants to enter sick bank for a long-term, qualified absence must make application to the sick bank using the Sick Bank Request Form found on the District website under the HR tab.
- The Sick Bank Application form must be submitted to the Association.
- The HR office will advise the Association, via email, if a teacher is not eligible for sick bank because all medical documentation has not been received or they are otherwise ineligible. A teacher cannot enter sick bank if the appropriate medical documentation is not on file in the HR office. Teachers will continue to use personal banked leave days or be unpaid (if the teacher does not have sufficient leave days) until such time as approved for sick bank.
- Medical documentation must be submitted to the HR office. The Association will not receive this information unless the employee chooses to share it with the Association.
- Teachers must exhaust all but five of their personal banked days and/or wait until the 31<sup>st</sup> consecutive day of absence before entering sick bank, whichever is later.
- In the event of a reoccurrence of the same illness, a teacher who has been back to work for less than 60 calendar days shall not be subject to the waiting period. Tenured teachers may extend usage into the next school year if the illness makes it necessary up to the maximum usage limit.
- If a teacher returns to work prior to entering the sick bank, the number of days restarts to enter sick bank (e.g. Employee out for 10 days and returns. After 2 days, the employee goes back out; the employee must wait 30 days to enter sick bank on the 31<sup>st</sup> day).
- Time in the sick leave bank ends at 40 days or when the employee is medically returned to work by his/her physician, whichever occurs first. FMLA leave may continue if applicable.
- It is the employee's responsibility to provide timely updates regarding extension of leaves or release from medical leaves and FMLA leaves. The FMLA form WH-380 is not a physician's note. Both are required for FMLA leaves.
- Sick bank days are limited to a maximum of 40 days per illness/occurrence with a lifetime maximum at 120 days.
- The Association must approve all sick bank usage. Contract compliance issues remain the joint responsibility of the Association and the HR office.
- When the employee returns to work or when the maximum number of sick bank days have been used (whichever occurs first), the HR office will send a copy of the initially submitted form back to the Association with the number of sick bank days used.
- The Association and the HR office will reconcile number of sick bank days used and balance remaining at the end of each semester or sooner if it appears the number of days is running low or it appears there are an insufficient number of days remaining in the sick bank.