

Member Procedures for Sick Leave Bank Requests

1. Pick up a Sick Leave Bank Request (SLBR) form from your Building Representative or email the Sick Leave Bank chairperson, Sue Yee (yees100@hotmail.com) for an electronic copy.
2. Complete this form fully, making sure to include the number of sick days you have left. It is very important to be accurate regarding the number of days remaining in your personal bank. Check with your building secretary for the number of days you have remaining.
3. Attach your doctor's note to the form (we will forward a copy to the Human Resources OR this may be a copy of the one you already submitted to Human Resources at the start of your medical leave) and send the form and the note to Sick Leave Bank chairperson.

Interschool Mail: Trenton High School IMC

Home Address: 1879 Boxford

Trenton, MI 48183

Email: yees100@hotmail.com (include a scanned copy of doctor's note)

If a doctor's note is not yet available, your pay could be interrupted. Please note that Union approval of the request will not be finalized until the doctor's note is received.

4. If you are on maternity leave and decide to take Family Leave, it is your responsibility to notify the Sick Leave Bank chair of the date you begin your Family Leave.
5. When you return to work, notify the Union by submitting a copy of the doctor's note to the Sick Leave Bank chairperson.
6. If you need to draw on the Union Sick Leave Bank for individual sick days after a long-term medical leave has depleted your personal sick day bank, you will need to submit a Sick Leave Bank Request and a doctor's note for each occurrence.

Remember -

- **The Sick Leave Bank is a Union benefit. Your fellow Union members are giving up their days for you.**
- **If you do not want to have an interruption of pay, be sure to follow the procedure. The Union must approve all requests and have your Doctor's note before you get to draw on the Sick Leave Bank.**
- **If you have questions, contact your Building Rep, the Sick Leave Bank committee person in your building or the Sick Leave Bank chairperson.**

TEA Procedures for Sick Leave Bank Committee

1. The Sick Leave Bank (SLB) chairperson contacts the members of the Sick Leave Bank Committee when a request(s) is received. This may be via email, telephone or a face-to-face meeting. All members of the SLB Committee (which includes the Human Resources Director and the Union District Director) are contacted.
2. The Chairperson will inform committee members of the request(s) and if medical documentation has been provided. Confidentiality will be maintained at all times. It is then voted on whether to grant or deny sick bank days. (The Human Resources Director and the Union District Director are non-voting members.)
3. The Chairperson will note the results of the vote on the SLBR form and notify the requesting member. Notification will then be sent to the Human Resources Director approving or denying the request.
4. If a member has been on maternity leave and decides to take Family Leave, it is their member's responsibility to notify the SLB Chair of the date they begin Family Leave. This will be noted on the SBLR form.
5. Upon returning to work, the member is responsible for notifying the SLB Chairperson and submitting a copy of the doctor's note for the Sick Leave Bank file.
6. If a member needs to draw on the Union Sick Leave Bank for individual sick days after a long-term medical leave has depleted their personal sick day bank, they will need to submit a SLBR and a doctor's note for each occurrence.
7. The Chairperson will maintain accurate files on all requests for the Sick Leave Bank days including the total number of days used during the school year.
8. By October 31st of each school year, the District Director of the TEA, the Sick Leave Bank chairperson and the Director of Human Resources, will meet to ~~conduct~~ review an audit of the Sick Leave Bank from the previous year. Results of the yearly audit will be documented by the Director of Human Resources and maintained in the Sick Leave Bank file.
9. Based on the yearly audit, the amount of days that each member needs to contribute to the Sick Leave Bank will be determined. As per the contract, no more than 3 days can be contributed by each member from their individual allocated sick days each year. The employee shall contribute these personal sick days on the last day of each school year. The Sick Leave Bank chair will report on the results to the membership at the RC meeting following the audit.