

SICK LEAVE BANK FOR ADMINISTRATORS

- A. The purpose of the sick leave bank is to provide income protection for members who, because of prolonged or catastrophic illness, have exhausted their accumulated sick leave benefits and are unable to return to work.
- B. The bank will be administered by the Personnel Committee of the Board of School Directors in consultation with the Superintendent. A majority vote of the Committee shall be required for any days to be granted to a member applicant. The Committee shall keep the Board informed, on at least an annual basis, of the use of the sick leave bank.
- C. In order to initiate the bank, administrators must each contribute five (5) personal sick days. The Board will contribute two times the total number of days contributed by the administrators. Thereafter, an administrator must contribute one (1) day of her/his accumulated sick leave per year to the bank. At the beginning of each school year, a ten (10) calendar day notice will be provided to each administrator indicating the opportunity to become a member or continue his/her membership in the sick leave bank. The administrator shall notify the Superintendent in writing on the sick leave bank application form provided by the District. Failure to contribute will eliminate the administrator's eligibility to use the bank until the next annual enrollment opportunity is provided and the required contribution made. The exception to this requirement is that a newly hired administrator may elect to participate in the bank after the beginning of the year provided he/she provides written notice to the Superintendent within ten (10) calendar days of his/her first day of employment.
- D. The maximum number of sick leave days in the bank shall not exceed 235. The maximum number of days granted from the bank during a fiscal year shall not exceed 160. All unused sick leave bank days will carry over to the next fiscal year.
- E. Use of sick leave bank:
 1. Administrators will be able to withdraw from the bank only after: (a) her/his own sick leave and personal leave day accumulation has been depleted; and (b) a waiting period of five (5) consecutive work days without compensation has been served.
 2. Applications must be for a minimum of five (5) work days.
 3. An administrator may be granted up to thirty (30) days per year. A waiver of this provision may be recommended by the Committee to the Board in unusual or extenuating circumstances.
 4. In order to be approved for use of any sick leave bank days, an administrator must submit written verification from her/his attending physician that she/he is unable to work, with such detail as may be required by the Committee. The Committee shall have the authority to request and receive a second opinion from another physician selected by the

Committee or to receive other written verification(s) from the administrator's physician at any time as a condition of sick leave bank usage.

- F. In order to receive sick leave bank days, the administrator must agree in writing that in the event the administrator is subsequently deemed eligible for a Maine State Retirement System's disability retirement and, in fact, receives disability retirement, the administrator must pay back the number of sick leave bank days used, if any, after the effective date of the disability retirement. The intent of this provision to prevent double payment of sick leave or an extension of paid health insurance benefits.

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