

**EDUCATION ADMINISTRATORS' (P-3A)
EMERGENCY SICK LEAVE BANK GUIDELINES
(Revised 9/24)**

Contract Language

(From Article 34, Section 14 of the contract) Effective January 1, 1982, there shall be established an Emergency Sick Leave Bank to be used by bargaining unit employees who have completed the working test period. An eligible employee requesting use of emergency sick leave may make application on the prescribed form to a Labor/Management sub-committee established to administer the program. Said committee shall be comprised of four (4) designees, two (2) from the employer and two (2) from the Union, and shall have full authority to grant benefits and administer the program in accordance with the guidelines below or as mutually agreed to. Time off without loss of pay or benefits shall be granted to members of the subcommittee to attend meetings as necessary to administer the program.

- a) Each employee not in the working test period shall contribute one (1) day from accrued sick leave to the sick leave bank. Each new employee, subsequent to completing his/her initial working test period shall contribute one (1) day. Days contributed shall not revert to employees if not used. The employer will contribute fifty (50) days to initially fund this sick leave bank.
- b) Days contributed to the bank shall thereafter be allocated to bargaining unit employees with catastrophic or extended long-term illness.
- c) To be eligible for allocations of sick days from the bank, an employee must meet the following conditions:
 - 1. Exhaustion of all sick leave and personal leave, and all but 4 weeks' vacation leave.
 - 2. The illness or injury is not covered by Worker's Compensation and/or such benefits have been exhausted.
 - 3. An acceptable medical certificate supporting the absence is on file. A new medical certificate may be required after 60 days.
 - 4. The bank is not depleted.
 - 5. Having completed the working test period.
- a) Benefits under this Article shall accrue at the rate of eighty (80%) percent per day for each day of illness or injury after exhaustion of leave or Worker's Compensation as outlined above. No employee shall be eligible to draw from the bank more than once per contract year, more than one hundred (100) days per year of illness, or if the fund is depleted. Employees may be required to submit

new medical certificates after 60 days. Employees receiving benefits under this Article shall not accrue vacation or sick leave during the period of eligibility (beyond five working days as provided in Article 34, Section One b), or be eligible for holidays or other paid leave benefits. The sub-committee shall consider as a factor the extent and circumstances of the applicant's usage of sick leave prior to the illness in question.

- d) Unused days in the sick bank shall be carried over from year to year and shall not lapse.
- e) If at any time the sick leave bank should be depleted, each eligible employee shall be assessed one day from his/her accrued sick leave.
- f) The actions or non-actions of this sub-committee shall in no way be subject to collateral attack or the grievance/arbitration machinery. The subcommittee shall not be considered a State agency, board or any other subdivision of the Employer. No requests shall be conducted as contested cases or otherwise be subject to the Administrative Procedure Act.
- g) Each contract year, employees may voluntarily donate up to 10 days to the sick leave bank.

Additional Guidance/Guidelines

Exceptions to these guidelines may be approved by mutual agreement of the labor and management representatives of the Sick Leave Bank Subcommittee.

Submit forms to:

DAS.BenefitsandLeavesPod4@ct.gov or faxed to **860-706-1474**

Committee members:

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|--------------------|----------------|
| Adrian Wood | (860) 713-6795 |
| Pam Casiano | (860) 713-6604 |
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Recertification of medical information is required every 60 days.