

# Application For Membership In Sick Leave Bank

I, \_\_\_\_\_ hereby authorize the payroll department of the Volusia County Schools to deduct one (1) day from my accumulated sick days to be placed in the sick leave bank. I have read and understand the provisions in the current contract, which are printed below.

\_\_\_\_\_  
Social Security

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

This applicant meets the requirements for membership in the Sick Leave Bank.

\_\_\_\_\_  
Payroll Representative

\_\_\_\_\_  
Date

## VTO Sick Leave Bank Usage Guidelines

To enable employers to provide protection in cases of long-term catastrophic illness and to encourage employees to “save” sick leave for a valuable future economic benefit (terminal leave.) Membership in the sick leave bank must precede the diagnosis date for the current illness which days are being applied for.

1. To become a member of the Sick Leave Bank, an employee must have accumulated five (5) sick leave days. Following the accumulation of five (5) sick leave days, the employee may join the sick leave bank by donating one (1) sick leave day to sick leave bank.
2. To utilize “bank days” the member must first use all other accumulated sick leave days.
3. Members may be granted four times the number of days they have accumulated at the beginning of their illness to a maximum of one hundred (100) days.
  - A. Critically ill patients who return to work with an ongoing, treatable illness will be allowed to use days already granted with physician’s excused absence.
4. Following any use of the sick leave bank provisions, the employee will have to rejoin the sick leave bank as indicated in #1 above. This includes using the bank to accept days donated to a member of the bank from other members.
5. Days from the bank may only be used for extended personal physical or mental disability.
6. The bank will be administered by the Union as follows:
  - 3 teachers appointed by the VTO President
7. In cases of extreme hardship, the bank administrators may grant additional days voluntarily given by other sick leave bank members. Any unused donated days will be returned to the sick leave bank.
8. Members with zero accumulated sick days will have the option of days being donated on their behalf, which will be monitored, by the sick leave bank.
9. If the bank is depleted during a school year, members may be assessed up to two (2) additional days.
10. The bank administrators will determine the eligibility of membership in the sick leave bank.
11. A list of all sick leave bank members shall be provided to the VTO upon written request.
12. Forms for enrollment shall be available through the VTO office.

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Changes voted on and approved - Steward Meeting 5/99

Changes voted on and approved – Steward Meeting 4/00

Changes voted on and approved – Steward Meeting 1/06