

## ***BCU&A* Sick Leave Bank**

A sick leave bank is available for benefit-eligible employees who are physically disabled for an extended period of time during the school year. The sick bank is made up of personal leave days that remain unused by employees at the close of a school year.

In order to participate in the bank, employees must have at least one personal leave day remaining at the end of the school year. The bank is replenished by sick leave days through a compulsory lottery list of all participating members. As new members enter the program, their names will be added to the bottom of the list. On a routine basis (month of December) the number of hours needed to maintain the bank at the 1500 hours will be charged to members, at the rate of one day per member, on a rotating basis, using this list. Benefit-eligible employees may join the plan with an equivalent contribution of not less than four (4) hours to the bank.

The granting of such extended leave benefit shall be subject to the following conditions:

- The employee's accumulated sick leave is exhausted.
- The employee satisfies a five (5) unpaid working day waiting period after exhaustion of the accumulated sick leave.
- The employee provides medical evidence acceptable to the District of the extended nature of the disability (the District may require an examination by another physician).
- Individual withdrawals shall be limited to the equivalent number of accumulated sick leave days in the employee's account at the beginning of the school year during which the onset of the disability occurs.

The District reserves the right to withhold such extended leave benefit when:

- The employee cannot continue to provide medical evidence acceptable to the District of the continuation of the disability when requested to do so by the District.
- The employee may qualify for disability retirement under either any public retirement system or social security.

Requests to join the *BCU&A* Sick Bank are processed during the month of September of following school year. A written request must be submitted **within two weeks of receipt** of previous year's leave balance form from payroll

**Please use the form on the next page  
to join the *BCU&A* Sick Bank.**

# Request To Join the *BCU&A* Sick Bank

**Must be submitted within two weeks of receipt of previous year's leave balance form from payroll.**

Judi Kehoe  
Chief Business & Financial Officer  
Bethlehem Central School District  
90 Adams Place  
Delmar, NY 12054

I, \_\_\_\_\_ wish to use **one** of my unused  
personal days from the previous school year to join the *BCU&A* Sick Bank.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Building \_\_\_\_\_

Date \_\_\_\_\_