

**PORTLAND PUBLIC SCHOOLS
P.A.A. SICK BANK ENROLLMENT**

A Sick Leave Bank is hereby established whereby an employee covered by the P.A.A. Bargaining Agreement, faced with a personal or immediate family member's serious health condition, as defined by the Family and Medical Leave Act, may borrow sick leave not yet accumulated. The following applies:

1. Participation: Optional
2. Enrollment: July 1, 1997 for employees of the PAA bargaining unit hired prior to July 1, 1997.
Effective date of hire for employees hired July 1, 1997 or after
3. Contribution: Three (3) days per participating employee
4. Eligibility:
 - a. All accumulated sick leave must be exhausted.
 - b. Employees may be eligible to withdraw up to a maximum of ninety (90) workdays per year after having submitted a Medical Certification.
 - c. An employee may withdraw membership from the bank at any time, but may not withdraw the contributed days. Any membership withdrawal request must be made in writing to Human Resources.
 - d. An employee on Worker's Compensation will receive an amount equal to the difference between their regular pay and their Worker's Compensation allowance.
5. Repayment: Employees withdrawing days from the bank must return these days at a maximum of five (5) days of his/her sick leave on July 1st or the succeeding contract year and each year thereafter until the days are repaid. In the event of hardship, employees may appeal to Human Resources to change the rate of repayment.

In the event an employee leaves the system owing time to the bank, such time will be repaid in cash (days @ hour rate of the loan).

Employees retiring due to illness as certified by a doctor's certificate shall not have to repay the days borrowed from the sick leave bank.
6. Replenishment: All unused sick leave bank days will be carried over to the next school year. In the event that total is less than sixty (60), all participating members will be assessed one day.
7. Employees who wish to borrow days should contact the Human Resources Office for an application.
8. If there are extenuating circumstances such as two (2) major draws in one year, the Director of Human Resources will meet with the PAA to determine course of action.

**Sick Bank Participation Authorization
Employees covered by P.A.A. Agreement**

- YES**, I want to participate in the Sick Leave Bank Program and authorize three (3) days from my sick leave accumulation to be donated to the Bank.
- NO**, I do not want to participate in the Sick Bank Program.

NAME (printed) _____

Employee ID # _____

SIGNATURE _____

DATE _____