

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

A sick leave bank is hereby established whereby an employee covered by the PEA Bargaining Agreement, faced with a personal or immediate family serious health condition as defined by the Family and Medical Leave Act may borrow sick days not yet accumulated. The following apply:

1. Participation: Optional
2. Enrollment: September 1, 1995 for employees of the PEA bargaining unit hired before September 1, 1995. Effective date of hire for employees hired September 1, 1995 or after.
3. Contribution: One (1) day per participating employee.
4. Administration: A joint committee of equal representation of the Association and the School System.
5. 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 doctor's documentation of serious health condition, as defined by the Family and Medical Leave Act.
 - c. An employee on sick leave when school closes in June who has borrowed time from the sick bank is not eligible for continuation the following September.
 - d. An employee may withdraw membership from the bank at any time, but may not withdraw contributed days. Any membership withdrawal request must be made in writing to the Human Resource Department.
 - e. An employee on Worker's Compensation will receive an amount equal to the difference between their regular pay and their Worker's Compensation allowance, up to a maximum period of ninety (90) working days per year.
6. Repayment: Employees withdrawing days from the bank must return these days at a maximum of five (5) days of his/her sick leave on September 1 of the succeeding contract year and each year thereafter until the days are repaid. In the event of hardship, employees may appeal to the sick bank committee to change the rate of repayment.

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

Employees retiring due to illness as certified by a doctor's certificate shall not have to repay days borrowed from the sick bank.
7. Replenishment: All unused sick bank days will be carried over to the next school year. In the event that this total is less than two hundred and seventy (270) days, all participating members will be assessed one (1) day.
8. Employees who wish to borrow days should contact the Human Resource Office for an application.
9. There is an affirmative duty for educators who may qualify for disability benefits under MainePers to apply for such benefits as soon as possible.

**SICK BANK PARTICIPATION AUTHORIZATION
EMPLOYEES COVERED BY PEA AGREEMENT**

- Yes, I want to participate in the Sick Bank Program and authorize one day from my sick leave accumulation to be donated to the Bank.
- No, I do not want to participate in the Sick Bank Program.

Name (print) _____

Employee #: _____

Signature _____

Date: _____