

**Sick Leave Bank**  
**Guidelines from Master Contract**  
USD 261/ Haysville Education Association  
(Retain this portion for your records and information)

**Per Article VIII: Leaves; Paragraph 5. Sick Leave Bank**

Paragraph 5: Sick Leave Bank: The bank established has the following qualifications:

- a) To participate, the teacher must have contributed a day of their leave.  
\* See note below
- b) (Once in the bank, you remain in the bank, until a new donation of days is needed or written notification is received by the HEA president prior to September 2.
- c) When the balance of days in the bank drops below 120, a new donation of days will be necessary.
- d) The teacher has used all of his/her accumulated leave.
- e) An application requesting withdrawal of days from the SLB is filed with the governing committee, appointed by the Haysville Education Association.
- f) The days drawn from the bank are used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family.
- g) The maximum number of days that a teacher may withdraw from the bank will be determined by the governing committee. The bank will be administrated by the Haysville Education Association. Denial of the application to withdraw days from the SLB may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the HEA, one person appointed by the Board, and one person appointed by the two members of the appeal committee. It is understood that the Board may appoint a teacher as its committee member. The decision of the appeal committee will be final.

\* Employees who did not collect any days from the bank during the 2009-2010 school year will automatically become members of the bank for the 2010-2011 school year without the need of donating an additional day. Employees who received one or more days during the 2009-2010 school year must donate one day to continue membership in the bank. Employees who did not participate in the bank during the 2009-2010 school year must donate one day to become members for the 2010-2011 school year.