

**EDUCATION ADMINISTRATORS' (P-3A)  
EMERGENCY SICK LEAVE BANK GUIDELINES  
(Revised, 1982, 1994, June 2011)**

**Contract Language**

(From Article 34, Section 14 of the contract) Effective January 1, 1982, there shall be established an Emergency Sick Leave Bank to be used by bargaining unit employees who have completed the working test period. An eligible employee requesting use of emergency sick leave may make application on the prescribed form to a Labor/Management sub-committee established to administer the program. Said committee shall be comprised of four (4) designees, two (2) from the employer and two (2) from the Union, and shall have full authority to grant benefits and administer the program in accordance with the guidelines below or as mutually agreed to. Time off without loss of pay or benefits shall be granted to members of the subcommittee to attend meetings as necessary to administer the program.

- a) Each employee not in the working test period shall contribute one (1) day from accrued sick leave to the sick leave bank. Each new employee, subsequent to completing his/her initial working test period shall contribute one (1) day. Days contributed shall not revert to employees if not used. The employer will contribute fifty (50) days to initially fund this sick leave bank.
- b) Days contributed to the bank shall thereafter be allocated to bargaining unit employees with catastrophic or extended long-term illness.
- c) To be eligible for allocations of sick days from the bank, an employee must meet the following conditions:
  1. Exhaustion of all sick leave, personal and vacation leave.
  2. The illness or injury is not covered by Worker's Compensation and/or such benefits have been exhausted.
  3. An acceptable medical certificate supporting the absence is on file.
  4. The bank is not depleted.
  5. Having completed the working test period.
- d) Benefits under this Article shall accrue at the rate of eighty (80%) percent per day for each day of illness or injury commencing with the sixteenth day after exhaustion of leave or Worker's Compensation as outlined above. No employee shall be eligible to draw from the bank more than once per contract year, more than one hundred (100) days per year of illness, or if the fund is depleted. Employees receiving benefits under this Article shall not accrue vacation or sick leave during the period of eligibility (beyond five working days as provided in

Article 34, Section One b), or be eligible for holidays or other paid leave benefits. The sub-committee shall consider as a factor the extent and circumstances of the applicant's usage of sick leave prior to the illness in question.

- e) Unused days in the sick bank shall be carried over from year to year and shall not lapse.
- f) If at any time the sick leave bank balance falls below 420 hours, each eligible employee shall be assessed one day from his/her accrued sick leave as to be determined by the sick leave bank sub-committee.
- g) An employee who has been granted some portion of the sick leave bank, and who returns to work full-time, shall repay the bank at the rate of twenty (20%) percent of his/her unused accrued sick leave at the end of each calendar year.
- h) The actions or non-actions of this sub-committee shall in no way be subject to collateral attack or the grievance/arbitration machinery. The subcommittee shall not be considered a State agency, board or any other subdivision of the Employer. No requests shall be conducted as contested cases or otherwise be subject to the Administrative Procedure Act.

### **Additional Guidance/Guidelines**

Exceptions to these guidelines may be approved by mutual agreement of the labor and management representatives of the Sick Leave Bank Subcommittee.

Submit forms to: Deb Paradis, Human Resources Specialist  
Department of Education  
165 Capitol Avenue – Room G-16  
Hartford, CT 06106

Committee members: Paige Farnham (860) 713-6479  
Valerie Marino (860) 807-2130  
Deb Paradis (860) 713-6695  
Art Levin (860) 713-6694

If the employee is not a Department of Education employee, please provide the name and contact number of the agency's FMLA liaison.

Recertification of medical information is required every 30 days.

**EDUCATION ADMINISTRATORS' (P-3A)  
APPLICATION FOR SICK LEAVE BANK BENEFITS**

To be completed by employee and forwarded to:

State of Connecticut, Department of Education  
Attention: Deb Paradis  
165 Capitol Avenue, Room G-16  
Hartford, CT 06106

Employee Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Work Location (Agency): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

The applicant hereby authorizes the Sick Leave Bank Committee to access the following:

- a. Copies of all medical certification on file pertaining to the current illness/injury.
- b. Copy of applicant's attendance record pertaining to this illness/injury.
- c. Copy of applicant's complete attendance record from date of employment.
- d. Copy of record of any disciplinary action taken for abuse of sick leave.
- e. Medical information pertaining to the current illness/injury from the applicant's physician(s) necessary to consider the application for benefits.

Applicant further certifies that he/she carefully read the Sick Leave Bank Guidelines attached hereto, has received a copy of thereof, and agrees to comply therewith. This includes submitting a new medical certificate every 30 days.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Contact information for agency FMLA liaison:

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_