

Portland Association of Teachers
Sick Leave Bank Guidelines

1. Sick Leave Bank days will be available to unit members to alleviate the hardship caused by absence from work due to extended or recurring personal illness extending beyond the unit member's accumulated sick leave and days available at 2/3 pay.
2. Applications for use of the Bank shall be submitted to PAT and PPS on the printed form. A statement from the attending physician verifying the unit member's personal illness shall be attached to the application. The nature of the illness need not be disclosed by the unit member. Grants will be made for a minimum of five (5) days and up to a maximum of twenty (20) days. If a unit member needs more than twenty (20) days, a new application with verification of illness will be necessary to request an additional twenty (20) days. Additional verification of illness may be requested from time to time.
3. To be eligible to apply for sick leave benefits from the Bank, the unit member must have been absent from work due to personal illness or accident and have exhausted all his/her accumulated sick leave. Only those members who have extended or recurring illness will be eligible. The Bank is not intended to be used for routine illness.
4. Unit members compensated for work-related injury or illness are not eligible to draw on the Sick Leave Bank. Unit members drawing PERS disability benefits will not be eligible to receive a grant from the Sick Leave Bank. However, a member could be eligible to receive a grant while waiting for PERS to take effect.
5. The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident.
6. Sick Leave Bank grants to unit members will not be carried over from one fiscal year to another and all such grants will end at the termination of the fiscal year. If a unit member does not use all the days granted by the Bank, the unused sick leave days will be returned to the Bank
7. In no case will granting a leave cause a unit member to receive more than his/her per diem salary.
8. To facilitate action on applications, the Contract Administration Committee may appoint a subcommittee to administer the Sick Leave Bank.
9. Sick Leave contributions by unit members may be made only to the Bank and not to individuals.