

ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE GUIDELINES ON VOLUNTARY SICK LEAVE TRANSFERS

FOR PROFESSIONAL STAFF

INTRODUCTION

The Superintendent may, at his/her discretion, allow an employee (teacher or administrator) to transfer a sick leave day to another employee (teacher or administrator) who, by reason of catastrophic illness or catastrophic injury, has exhausted all available leave. The Superintendent may establish such guidelines, as he/she deems appropriate.

DEFINITIONS

SICK LEAVE

Each regular employee shall be credited annually with fourteen (14) days of sick leave. Sick leave days for regular part-time employees shall be prorated based upon their hours of work. For regular full-time employees, sick leave reserve may accumulate to a maximum number of one-hundred ninety-two (192) days full pay, excluding the leave of the current year as designated in the same section. Regular part-time employees may carry over two (2) sick days to the following year, but sick leave days may not exceed sixteen (16) in any one year.

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the employee's immediate family or household. The immediate family for purposes of the Agreement shall include: parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. Up to three days of sick leave may be utilized for bereavement purposes in the event of death of a close friend or relative not a member of the immediate family or household. An employee choosing to utilize sick leave for such purpose must inform the Principal in advance of the reason for the leave.

The School Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness, or as it may deem necessary in other cases.

In the event of a prolonged illness of more than ten (10) consecutive days, the school Board may require a physician's certificate indicating an estimate of necessary recovery time; and such a certificate may be required as a basis for granting sick leave during the remaining necessary leave.

CATASTROPHE

Final event of the dramatic action; a momentous tragic event ranging from extreme misfortune to utter overthrow or ruin; a violent and sudden change in a feature of the earth; utter failure. Catastrophe - adj.

ILLNESS

An unhealthy condition of body or mind

INJURY

An act that damages or hurts; violation of another's rights for which the law allows an action to recover damages; hurt, damage, or loss sustained

GUIDELINES

1. All requests for transfer of sick leave days must be made in writing to the Superintendent with supporting statements and records from the physician. The Superintendent may request the employee to obtain a second opinion from a different physician.
2. An employee who has requested transferred sick leave days must have used all of their sick leave, personal leave, vacation days and compensatory leave and have five (5) deduct days before transferred sick leave days can be used.
3. No employee can request a transfer of sick leave days, which resulted from an elective surgery.
4. Any certified employee whose accumulated sick leave days are less than 192 days may transfer up to one (1) sick leave day a year to another employee who has had a catastrophic illness or catastrophic injury. An employee can transfer a maximum of six (6) days per year.
5. Any certified employee whose accumulated sick leave days are more than 192 days may transfer one (1) sick leave day a year to another employee who has had a catastrophic illness or catastrophic injury. An employee in this category can transfer a maximum of three (3) days per year.
6. No employee may use more than *twenty* (20) days of transferred sick leave in any one-year period from the date of Superintendent approval.
7. The employee's eligibility for the Illinois Teachers' Retirement System, the Illinois Municipal Retirement Fund or Workers Compensation Act will be considered before ruling on the request.
8. The Superintendent or his designee will inform the employee in writing within ten (10) days of receipt of the request of his/her ruling.
9. The first twenty employees who volunteer to transfer sick leave days to an employee who has had a catastrophic illness or catastrophic injury leave will have their days used on a first come first serve basis until the employee returns to work or all twenty days are used, whichever comes first.
10. The Superintendent will notify the Association President that an employee has been

deemed qualified for the Voluntary Sick Leave Transfer Program. It is the responsibility of the Association to inform their membership and recruit volunteers willing to transfer days to the employee. The employee's name will not be revealed by the Administration.

11. An employee who wishes to transfer a day or days to another employee must complete the Voluntary Transfer Form.
12. The cost of the transferred sick leave days will be deducted from the Self-Funded Insurance checking account. The total School Board financial support for the Sick Leave Transfer Program will be \$10,000 per year.

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