

NEW HAMPSHIRE PUBLIC SCHOOLS  
SCHOOL ADMINISTRATIVE UNIT #1

CONTOOCOOK VALLEY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
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**SICK DAY BANK(SDB) POLICIES AND PROCEDURES**

The Association and the Board agree that bargaining unit members (Teachers, SSP's, Paras) are eligible to participate in a Sick Day Bank(SDB) which shall be administered by the Administration.

**Statement of Purpose:** the SDB was established under the provisions of the collective bargaining agreement (Section A, Article 6.1.6).

**Purpose:** The purpose of the SDB is to provide additional paid sick days to employees who have exhausted their accumulated sick/personal days and experience a serious personal illness, injury, or other disability, but who are not yet eligible for Long-term disability coverage.

**Participation:** Participation is voluntary by way of election. Bargaining unit members wishing to join the SDB MUST contribute one (1) sick day from their accrual for that school year by completing and returning the SDB Election Form to the Human Resources Office.

- **New Members:** Newly hired employees will be provided a copy of the SDB Election Form with their contracts and will have 21 calendar days to return the completed form to the Human Resources Office. Bargaining Unit members who commenced employment prior to July 1, 2019, will be provided an SDB Election Form before the first day of the new school year, and will have until October 1, to submit the form to the Human Resources Office.
- **Renewal:** Employees who participated in the SDB the preceding year will be automatically enrolled unless they opt out of the SDB by requesting the SDB Election Form from the Human Resources Office and returning the completed form by October 1.
- Part-time employees will donate and be eligible to use prorated days based on their FTE Status.

**Administration:** The SDB will be administered by a Sick Bank Committee composed of one member appointed by the Association Executive Board and one member appointed by Administration. In the event the two members do not agree, a designated member of the School Board will make the final determination.

## **Sick Bank Contributions and Balance:**

- **Accounting:** Beginning in July 2020, and in July of each year thereafter, the Business Office will send a report to the Association President showing the balance in the SDB at the start of the school year, total days added and days used during the previous year, and ending balance as of June 30.
- **Maximum Balance:** Sick days may accumulate in the Bank up to a maximum of two (2) times the number of participating members.
- **Minimum Balance:** If as of June 30, the number of sick days in the Bank is less than  $\frac{1}{2}$  of the number of participating members, each member of the SDB will be required to contribute one (1) day at the start of the next school year.

## **Utilization of Sick Bank Days:**

- **Request:** Participants may apply for a specific withdrawal of up to thirty (30) days from the SDB by submitting an Application Form to the Superintendent which shall be in writing, shall state the total number of days requested, and the reason for the request.
- **General Usage:** The SDB may be used for serious personal illness, non-work related injury, or disability. Voluntary or cosmetic procedures, if not medically necessary, are not covered. Pregnancy-related disability, and post-partum recovery shall be covered.
- **Evidence of Need:** The Sick Bank Committee may require a doctor's note and may request input from Administration. You are still required to contact the Human Resources Office and complete the FMLA paperwork.
- **Decision:** Decisions of the Sick Bank Committee will be final and are not subject to the Grievance Procedure in Section A, Article 3.