

B. CATASTROPHIC ILLNESS LEAVE BANK GUIDELINES

The volunteer Catastrophic Illness Leave Bank for teachers permits a teacher, as defined herein in Section 1, who is absent from assigned duties due to catastrophic personal illness, injury, or incapacitation of the teacher, teacher's spouse, or a teacher's child living in the household and who had utilized all sick leave, personal leave, and all other paid leave benefits of whatever nature to petition a committee, as established herein, for sick leave days from the Bank under the following conditions:

1. The number of accumulated days in the Bank shall not exceed one hundred fifty (150) days, provided, however, that
 - a. a veteran teacher who is not a current member of the Bank may become a member by contributing one (1) sick day to the Bank not earlier than August 1st nor later than August 15th of any school year, and
 - b. a teacher who is newly hired in the School District shall have fifteen (15) days from the first day of work. During which time, such teacher may choose to participate in the Bank by contributing one (1) sick leave day, even though such contribution by such veteran or newly hired teacher would cause an accumulation of days in excess of the maximum specified herein.
 - c. In the event that the number of accumulated days in the Bank at the beginning of a school year is of sufficient number that a contribution of one (1) sick leave day by all teachers who are current members of the Bank would cause the maximum number of days specified herein above in Paragraph One (1) to be exceeded, the current year's contribution by all such current members shall be suspended.
 - d. In the case the Bank reaches a balance of 20 days during the school year, the current year's contribution can be assessed at that time. This decision will be made by the Catastrophic Illness Leave Committee.
2. Said teachers may be granted days from the Bank under the following conditions:
 - a. The teacher must have chosen to become a current member of and participate in such Bank by contributing one (1) sick leave day to the Bank between August 1st and August 15th each year. This contribution is nonrefundable to the employee. Once membership is established for any certified personnel, said membership shall

continue from year to year unless the participant makes a request in writing that the membership be canceled.

- b. The teacher must have utilized and exhausted all paid leave benefits including said teacher's own accumulated sick leave and personal leave;
- c. Days from the Bank shall be granted for catastrophic or critical illness, injury, or incapacitation, which necessitates an absence from work for five (5) consecutive days or longer.
- d. Written certification substantiating the illness must be provided from said teacher's physician. The Committee reserves the right to require a second medical opinion at the expense of the applicant and the physician may be named by the Catastrophic Illness Bank Committee.
- e. Written application must be made no later than twenty (20) days after exhaustion of said paid leave benefits;
- f. The teacher must have been absent for at least five (5) consecutive duty days after exhaustion of said paid leave benefits;
- g. Effective 2007-2008

Upon resumption of employment after using days from the Bank, said teacher shall repay the number of days owed to the Bank at the rate of two (2) days per year for one (1) to ten (10) days borrowed, three (3) days per year for eleven (11) to twenty (20) days borrowed, and four (4) days per year for twenty-one (21) to thirty (30) days borrowed; this amount is in addition to continuing to contribute one (1) day per year as provided herein above in Paragraph 2(a).
- h. If a participant remains an employee of the Monroe-Gregg School District and decides to withdraw from the Bank, any days donated remain the property of the Bank, and any days owed the Bank shall be deducted the same as if the person was continuing to be an active member until these days are repaid.
- i. A recipient who leaves the School Corporation and still owes days to the Catastrophic Illness Leave Bank must transfer accumulated sick leave or personal business leave days, if available, to the Bank as repayment toward the days granted.

- j. A recipient of days from the Bank who leaves the employment of the Monroe-Gregg School District shall be required to repay any accumulated sick days to the Bank as payment of the days owed. A recipient who retires or becomes totally disabled still owing the Bank must repay the Bank any accumulated sick days up to the number owed prior to applying for retirement. The estate of a recipient who dies still owing the Bank is not required to repay the Bank as stated above.
 - k. If a participant is granted a board-approved leave of absence for an entire school year, the participant will not be required to repay the Bank days during that leave. Upon return from leave, the participant will resume repayment to the Bank as specified in Paragraph (g) above.
3. A five (5) member Catastrophic Illness Leave Bank Committee shall be established to receive written requests and allot days from the Bank according to the provisions herein, under guidelines established by the committee. The committee shall be composed of two (2) persons appointed by the Association and three (3) persons appointed by the superintendent. Days allotted by the committee to an individual teacher shall be available for use beginning with the sixth (6) consecutive day of absence after exhaustion of the teacher's said paid leave benefits, and such allotment to a teacher by the committee shall not exceed a maximum total of thirty (30) days. The committee shall be limited to a total allotment for all teachers of one hundred fifty (150) days per year.
 4. Any days granted by the committee to an individual teacher shall terminate effective the earliest date as hereinafter provided:
 - a. The day after the last day of the term of employment for the school year, or
 - b. The day after the last day of allotted number of days granted by the committee, or
 - c. The first day of return to employment subsequent to the granting of days by the committee.
 5. The Bank is excluded from the grievance process.

Effective 12-10-12