

Mundelein Education Association Sick Bank Leave Guidelines

The sick bank leave is for certificated employee participants who incur a personal illness, quarantine at home, or illness/death in the immediate family or household (spouse, parents, siblings, children, grandparents, grandchildren, in-laws, or legal guardians), or for religious observances that requires **continuous and prolonged** absence from work.

A continuous and prolonged absence is one which is confirmed in writing by the attending physician. It is expected that such documentation should be sufficient in detail and would provide a prognosis estimating the expected recovery period. This written documentation must be provided to the Bank Advisory Board at the time of application for days from the Bank.

For the Bank Advisory Board to consider the certificated employee participant's application, all accumulated sick leave must first be used and a five (5) day salary deduction period has transpired. The maximum number of days a certificated employee participant may initially request is sixty (60) days. The Bank Advisory Board may, upon emergency, grant an extension of days beyond the maximum limit.

To Be Completed by the Certificated Employee Participant

Employee Name: _____

Job Title: _____ Supervisor's Name: _____

Number of Sick Bank Days Requested: _____ Medical Documentation Attached YES / NO

Comments: _____

Signature: _____ Date: _____

BANK ADVISORY BOARD APPROVAL

Request Approved YES / NO Number of Sick Bank Days Approved: _____

Effective Dates: From ____/____/____ through ____/____/____.

Bank Advisory Board Chairperson Signature: _____ Date: _____

Notifications: Human Resources YES Supervisor YES Payroll Office YES