

## **Hammonton School District**

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# **Hammonton District Community Sick Bank**

**Definition: This committee is formed by the Board of Education and majority representatives of the largest employee association for establishing an Employee Sick Leave Bank. Application Guidelines for Membership in the Employee Sick Leave Bank**

## **Application Guidelines for Membership in the Employee Sick Leave Bank**

1. The application and guidelines will be available on the district's website as well as the HEA website.
2. The Employee Sick Leave Bank may have open enrollment once each year (September). Employees may submit a completed application during the month of September in order to become a member of the Employee Sick Leave Bank. If the sick leave bank has greater than 91 available days (on September 1st of each year) there will be no additional days deducted from the employee's sick day balance during that academic year. When the sick leave banks total available days is less than 90, all members of the Employee Sick Bank will have to reapply and donate 1 sick day in order to remain in the sick bank.
3. Employees may donate one sick day in order to become a member of the Employee Sick Leave Bank. Once days are donated they are deemed non-refundable.
4. Employees may choose not to be a member of the Employee Sick Bank, however, if they choose not to participate in the sick bank, they are not eligible to apply for days from the bank.

## **Eligibility Guidelines in Order to Use Donated Sick Leave Bank**

1. The employee must be a member of the Employee Sick Bank and have exhausted all accrued sick, vacation comp, and personal time before they are eligible to receive sick leave bank days.
2. The member of the Employee Sick Leave Bank must apply in writing to the Employee Sick Leave Bank Committee requesting the use of sick leave bank days. The request must clearly state the nature of the illness and the exact leave time requested.
3. The written request must be accompanied by a medical certificate from a physician, clearly indicating the nature of the medical condition, the prognosis and the duration of the leave request. The committee may request from the employee a second opinion from another physician not from the same practice. Failure to provide the correct documentation will result in the delay of processing leave requests.

4. The request for sick leave bank days must be for a **catastrophic or life threatening illness, accident, or injury**. **Catastrophic illness or injury** is as defined in Webster's Dictionary. Definition of catastrophic illness is defined as severe illness requiring prolonged hospitalization or recovery. **Catastrophic illness or injury** shall be determined by the individual's physician. The initial medical certificate must include the cause of the illness, treatment plan, prognosis, return to work date and must be signed by a medical doctor.
5. The original leave request must be for a minimum of thirty days and updated physician statements must be provided every thirty days thereafter. Physician statements must be sent directly to the Sick Bank Committee. Sick leave days may only commence after the Committee grants the request and days can only be used starting on the date the initial application was received by the Committee.
6. If your **catastrophic illness or injury** arises from your employment you will not be eligible for the Sick Bank.