

## **SICK BANK**

### **ENROLLMENT/WITHDRAWAL**

Open enrollment to join the Sick Bank or withdraw your membership from the Sick Bank is in October with a deadline to receive your membership application no later than October 30<sup>th</sup> of each year. Should you wish to withdraw your membership, an email shall go to the Secretary of the Sick Bank. All requests for membership, including requests for removal will be submitted to the Secretary of the Sick Bank, who shall schedule meetings for approval and/or denial by the Sick Bank Committee. Once the committee votes on those requests, the Secretary of the Sick Bank will send a letter regarding the approval/denial. As part of initial membership, a day will be deducted. A day will occasionally be deducted from all Sick Bank members to replenish the bank as needed.

### **WHO MAKES UP THE SICK BANK COMMITTEE?**

The Sick Bank is comprised of six (6) voting committee members plus the Secretary of the Sick Bank. The RVF President appoints the Sick Bank Secretary as well as three RVF members. The Superintendent of Schools appoints the other three members. All action taken by the Sick Bank Committee requires four (4) votes out of the six (6) voting committee members.

The RVF President will assure that our website ([rvfederation.com](http://rvfederation.com)) is updated at the beginning of each school year, so the membership knows who is on the committee and who the secretary is. All Sick Bank documents as well as the [application form](#) are available on our website.

### **APPLYING FOR DAYS**

In order to apply for days, one must be a current member of the Sick Bank and adhere to contract language regarding years of service and days requested if applicable. Each contract is different, so please refer to your contract. If you are getting near to exhausting your sick days, please fill out an application to apply for days with medical documentation so that the Sick Bank Committee can vote on your request. It is important to include documentation from your physician with a diagnosis including how long he/she states that you will need to be out of work. It is up to the committee to either approve or deny your request.

### **NOTIFICATION**

Immediately upon the outcome of the request, the Secretary of the Sick Bank will notify the member in writing. If days are approved, the Secretary of the Sick Bank will notify the District as to how many days the member was granted. The member will also be notified if the request was denied including the reason why. Should the member need additional days beyond what was initially approved, he/she should submit additional documentation from their physician and another application to be voted on by the committee. Should the member need any assistance, they should reach out to the Sick Bank Committee members or the Secretary of the Sick Bank for guidance if needed. Sick Bank Committee decisions are subject to the grievance procedure.