

**WAPPINGERS CENTRAL SCHOOL DISTRICT
TEACHERS' SICK LEAVE BANK
2016-17 APPLICATION FOR WITHDRAWAL**

Withdrawal from the Sick Leave Bank shall be limited to members of the Sick Bank who are involved in a "personal catastrophic illness" and who have first exhausted their accumulated sick/personal business days.

ALL INFORMATION MUST BE PROVIDED IN FULL

Name _____

Home Address _____

Home Phone _____ School _____

Nature of Illness (A statement from your attending physician must be submitted and must include an approximate return to work date.)

Approximate number of days absent due to this illness:

Prior school year _____

Current school year _____

Number of Sick Bank days (and dates) applied for _____

Teachers' Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Forward completed application to: Wappingers Central School District
Office of Human Resources
Heather Hastie – Teachers' Sick Leave Bank
PO Box 396
25 Corporate Park Drive
Hopewell Junction, NY12533

Approved _____ Date _____

Number of Sick Leave Bank Days Granted _____

Denied _____ Date _____

(See reverse side for guidelines)

**WAPPINGERS CENTRAL SCHOOL DISTRICT
TEACHERS' SICK LEAVE BANK
ADMINISTRATIVE GUIDELINES**

The Bank shall be administered by the Sick Leave Bank Board of Trustees who shall act upon all withdrawal applications.

1. Sick Leave Bank days shall be granted only for the personal catastrophic illness of members of the Teachers' Sick Leave Bank.
2. An individual shall not be eligible for consideration by the Sick Leave Bank until such time as he/she shall have been absent for 30 consecutive school days due to extended illness or accident unless the first day of illness did commence with hospitalization. This may be waived if the illness commenced with and included an extended hospitalization.
3. Medical proof of illness is required. Furthermore, the Sick Leave Bank Board of Trustees reserves the right to require an individual applicant to be examined by a physician chosen by the Trustees.
4. Each instance of Sick Leave Bank use must be approved by a majority of the Sick Leave Bank Board of Trustees. In the event of a tie, a fifth party, agreed upon by the Trustees, will render a decision.
5. No participating individual may draw more than one-third of the total days in the Bank, except by unanimous agreement of the Trustees.
6. Minutes shall be kept of all Sick Leave Bank Board of Trustees meetings and the President of the Wappingers Congress of Teachers shall be copied.