



To: Dr. Charles Johns  
Board of Education  
From: Mr. Brad Swanson  
Date: April 25, 2022  
Re: Policies

I recommend that the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures as offered by the Board of Education Policy Committee. Please note the summary description underneath each recommended revised policy. In addition, some procedures that have been combined into policy are recommended to be sunsetted. Each of these recommendations have been fully processed by staff and administrator stakeholders.

- 1. 6270 Policy - Sick Bank for Teachers**
  - a. Revised Policy - Provides clarification regarding how sick bank contributions and withdrawals are recorded on the employee's personnel record.
  - b. **6270 Procedures - Certificated Personnel Sick Leave Bank**
    - i. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.
- 2. 6290 Policy - Sick Leave Bank for Educational Support Personnel**
  - a. Revised Policy - Provides clarification regarding how sick bank contributions and withdrawals are recorded on the employee's personnel record.
  - b. **6290 Procedures - Educational Support Personnel Sick Leave Bank**
    - i. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.

## Sick Bank for Teachers

### Section A - Introduction

All teachers shall participate in the teacher Sick Bank. The purpose of the Sick Bank is to afford teachers extended sick leave coverage when a prolonged illness is incurred.

### Section B - Teacher's Contribution to the Sick Bank

Teachers are allocated fifteen (15) Sick Days each fiscal year, recorded in the teacher's personnel record as "Sick Days".

Teachers will contribute two (2) of those Sick Days to the Sick Bank each fiscal year until they have contributed twenty (20) Sick Days.

All contributions to the Sick Bank will be recorded in the teacher's personnel record as "Sick Bank Contribution".

### Section C - Access to the Sick Bank

Prior to accessing the Sick Bank, the teacher must exhaust all Accumulated Sick Days.

For the purposes of this policy, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the teacher's personnel record as "Sick Days" as of July 1, including those days allotted to each teacher for the current fiscal year.
  - This number does not include the teacher's yearly contribution to the Sick Bank.
  - This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
  - This number does not include those days recorded in the teacher's personnel record as "Sick Bank Contribution".

Non-tenured teachers will be allowed to withdraw up to three (3) times their Accumulated Sick Days from the Sick Bank, not to exceed 40 total days.

Tenured teachers will be allowed to withdraw up to two (2) times their Accumulated Sick Days from the Sick Bank, not to exceed 150 total days.

If prolonged illness spans more than one school year, the teacher may continue to draw days from the Sick Bank in the ensuing school year in accordance with the maximum number of days for which the teacher was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the teacher's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid as defined in Section D of this policy.

Teachers may make application for use of the Sick Bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee. If the treatment is by prayer or spiritual means, a

statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.

2. The superintendent will review the request for use of the teacher's Sick Bank, and determine the number of days the requesting teacher is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting teacher in writing of the number of days that may be borrowed, and of the requesting teacher's obligation to repay the Sick Bank.
3. In the event of a disputed case for use of the Sick Bank,
  - a. The superintendent or designee will convene the committee consisting of the superintendent or designee and two (2) members appointed by the Executive Board of the Glenbrook Education Association to administer the Sick Bank.
  - b. The committee will determine the number of days the teacher is eligible to borrow from the Sick Bank and forward their recommendation to the superintendent for approval.
  - c. The superintendent will approve or disapprove the application for use of the Sick Bank and memorialize the decision in a memorandum to the committee.
  - d. The superintendent or designee will issue a memorandum to the teacher advising whether the request has been approved or denied. If the request has been approved, the number of days that may be borrowed and the teacher's obligation to repay the bank will be explained.

#### Section D - Repaying the Sick Bank

All teachers using Sick Days from the Sick Bank must repay the bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the teacher's personnel record as:

1. A decrease of days from the teacher's "Sick Days" record; and
2. An increase of days from the teacher's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

#### Section E - Reporting of Unused Sick Days to TRS

Teachers may apply unused Sick Days that they have personally contributed to the teacher's Sick Bank for purposes of accumulating service credit in the Teachers Retirement System (TRS) for retirement purposes.

If the teacher still owes days to the Sick Bank when ending employment with the district, the amount of accumulated Sick Days reported for service credit in TRS will be reduced by that amount. For example:

- If a teacher has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 10 days, a total of 40 days will be reported to TRS (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).

- If a teacher has 30 days recorded in their “Sick Days” record and 20 available days recorded in their “Sick Bank Contribution” record, and owes the Sick Bank 100 days, a total of 0 days will be reported to TRS (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for Sick Bank days owed.

Days withdrawn from the sick bank shall not be used in calculating the teacher's service recognition payment with respect to pension service credit.

Approved: December 11, 1974  
Revised: November 16, 1979  
Revised: May 24, 1982  
Revised: September 24, 1984  
Revised: December 17, 1984  
Revised: June 6, 1988  
Revised: September 25, 2000  
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~CERTIFICATED PERSONNEL~~ 6270  
SICK LEAVE BANK

~~Certificated personnel may make application for use of the sick leave bank by:~~

- ~~1. Submitting a written request accompanied by written verification of illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.~~
- ~~2. The director of human resources shall determine the number of days which may be borrowed from the bank.~~

~~Disputed cases for use of the sick leave bank shall be made in the following manner:~~

- ~~1. The director of human resources will convene the committee consisting of the director of human resources and two (2) members appointed by the Executive Board of the Glenbrook Education Association to administer the bank.~~
- ~~2. The committee will determine the number of days the teacher is eligible to borrow from the bank and forward their recommendation to the superintendent for his approval.~~
- ~~3. The superintendent will approve or disapprove the application for use of the sick leave bank and issue a memorandum to the human resources office.~~
- ~~4. The director of human resources will issue a memorandum to the teacher advising him/her whether the request has been approved or rejected. If the request has been approved, the number of days that may be borrowed and the teacher's obligation to repay the bank will be explained.~~

~~Adopted: December 16, 1974~~

~~Revised: September 25, 2000~~

## Sick Bank for Educational Support Personnel

### Section A - Introduction

All full time educational support personnel shall participate in the educational support personnel (ESPs) Sick Bank. The purpose of the Sick Bank is to afford ESPs extended sick leave coverage when a prolonged illness is incurred.

### Section B - ESPs Contribution to the Sick Bank

ESPs are allocated an amount of Sick Days each fiscal year, recorded in the ESP's personnel record as "Sick Days".

ESPs will contribute two (2) Sick Days to the Sick Bank each fiscal year until they have contributed twenty (20) days.

All contributions to the Sick Bank will be recorded in the ESP's personnel record as "Sick Bank Contribution".

### Section C - Access to the Sick Bank

Prior to accessing the Sick Bank, the ESP must exhaust all Accumulated Sick Days.

For the purposes of this policy, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the ESP's personnel record as "Sick Days" as of July 1, including those days allotted to each ESP for the current fiscal year.
  - This number does not include the ESP's yearly contribution to the Sick Bank.
  - This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
  - This number does not include those days recorded in the ESP's personnel record as "Sick Bank Contribution".

ESPs who have been employed less than two years will be allowed to withdraw up to three (3) times their accumulated Sick Days from the Sick Bank, not to exceed 40 total days.

ESPs who have been employed more than two years will be allowed to withdraw up to two (2) times their accumulated Sick Days from the Sick Bank, not to exceed 100 total days.

If prolonged illness spans more than one school year, the ESP may continue to draw days from the Sick Bank in the ensuing school year in accordance with the maximum number of days for which the ESP was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the ESP's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid as defined in Section D of this policy.

ESPs may make application for use of the Sick Bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.
2. The superintendent will review the request for use of the ESP's Sick Bank, and determine the number of days the requesting ESP is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting ESP in writing of the number of days that may be borrowed, and of the requesting ESP's obligation to repay the Sick Bank.

#### Section D - Repaying the Sick Bank

All ESPs using Sick Days from the Sick Bank must repay the bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the ESP's personnel record as:

1. A decrease of days from the ESP's "Sick Days" record; and
2. An increase of days from the ESP's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

#### Section E - Reporting of Unused Sick Days to IMRF

ESP's may apply unused Sick Days that they have personally contributed to the ESP Sick Bank for purposes of accumulating service credit in the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the ESP still owes days to the Sick Bank when ending in employment with the district, the amount of accumulated Sick Days reported for service credit in IMRF will be reduced by that amount. For example:

- If an ESP has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 10 days, a total of 40 days will be reported to IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).
- If an ESP has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 100 days, a total of 0 days will be reported to IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for Sick Bank days owed.

Days withdrawn from the Sick Bank shall not be used in calculating the ESP's service recognition payment with respect to pension service credit.

Approved: September 11, 1989  
Revised: April 22, 1996  
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL 6290  
SUPPORT SICK LEAVE BANK

1. ~~Educational support personnel may make application for use of the sick leave bank by:~~
  - 1) ~~Submitting a written request accompanied by written verification of illness and treatment of the illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.~~
  
2. ~~Approval of application for use of the sick leave bank shall be made in the following manner:~~
  - 1) ~~The director of human resources will receive the written request from the employee asking to use the sick leave bank and discuss the request with the superintendent.~~
  - 2) ~~The superintendent and the director of human resources will determine the number of days the employee is eligible to borrow from the bank.~~
  - 3) ~~The director of human resources will issue a memorandum to the employee advising him/her whether the request has been approved or rejected. If the request has been approved, the number of days that may be borrowed and the employee's obligation to repay the bank will be explained.~~

~~Adopted: September 11, 1989 and Revised: April 22, 1996~~