



Ortonville Public Schools

200 Trojan Drive – Ortonville, MN 56278

(320) 839-6181

Creating Lifelong Learners

Sick Leave Bank Application Form

Purpose:

The purpose of the Sick Leave Bank is to provide additional sick leave to those members of the bargaining unit who have exhausted their sick leave and have a medical emergency or serious health condition.

Qualifications:

1. Persons on an unrelated leave of absence are not eligible for use of the Sick Bank including a "normal pregnancy."
2. An employee accessing the sick bank must submit an application for acceptance to the sick leave bank committee which explains their need for the sick leave bank. These requests may require a physician's note of illness and duration(if possible) The application form can be found on the district webpage under staff links. Qualifying events for the sick leave bank will be consistent with Article IX, Subdivision 3. Committee members will be Supt, OEA President, and staff representatives.
3. Use of the sick leave bank donations shall not be used for elective medical procedures.
4. OEA members will be able to utilize the sick leave bank for a maximum of 30 days.
5. The governing committee will decide on the application and number of days approved for donation, with the Superintendent casting a deciding vote in the event of a split or tie.

Application:

I, _____ request to receive a sick leave bank donation. Due to a prolonged absence(see reason identified below), I am requesting _____ days of additional sick leave from the staff donated amounts.

_____ Leave for my own serious health condition

_____ Leave to care for a

_____ Spouse

_____ Child

_____ Parent

I understand I may be asked to provide additional documentation to support my request and eligibility.

Signature of Employee _____

Date _____