



Central Office
1550 Main Street
PO Box 1410
Springfield, MA 01103

Sick Leave Bank Process (Bargained)

The Sick Leave Bank is available to all eligible members covered under their respective Collective Bargaining agreement(s) in the event of a serious illness. It is available to unit members who have exhausted all of their annual/ or accumulated regular sick time. To utilize the Sick Leave Bank, the employee must furnish the Sick Bank Committee(s) with the following documentation:

1. Formal letter from the employee addressed to the Sick Bank Committee(s) requesting time from the sick bank. The letter must be signed and include the following:
 - a. Total numbers of days requested
 - b. Reason for the request
 - c. Specific dates that the requested days will cover
2. Medical certification from the treating physician verifying that the employee has a serious illness (provide a diagnosis), dates of illness, expected return to work, and any limitations or restrictions.

The Sick Leave Bank Committee(s) may grant up to a maximum of **(30)** sick days per school year in accordance with all respective Collective Bargaining Agreements; with the exception of SAA Administrators. SAA Administrators, per the collective bargaining agreement, may grant up to a maximum of **(36)** sick days per school year. The Committee(s) informs each member in writing, within ten (10) school days of the request of any action(s) taken regarding sick leave requests. Incomplete sick leave requests will be denied.

All Sick Bank requests should be addressed to:
Human Resources
Attention: Amelia Montemayor
1550 Main St, 2nd Floor
Springfield, MA 01103
Montemayora@springfieldpublicschools.com
Fax: (413) 787-7211 or (413) 750-2733

As a professional courtesy and in accordance with the collective bargaining agreements, you should continue to notify your Principal/Supervisor if you plan to be absent from your duties for more than (3) consecutive days.

Additional questions or concerns can be directed to Human Resources at 413-787-7100 ext. 55390.