

**WASHOE SCHOOL PRINCIPAL'S ASSOCIATION AND  
WASHOE COUNTY SCHOOL DISTRICT  
SICK LEAVE BANK PARTICIPATION/AUTHORIZATION**

**1. PURPOSE**

- The sick leave bank is provided to assist administrative personnel who are unable to perform the duties of their position due to long term illness or disabilities and who have exhausted their sick leave accumulation.

**2. ELIGIBILITY**

- Employees interested in participating in the sick leave bank shall complete and submit a Sick Leave Bank Participation/Authorization form to the Sick Leave Bank Committee of the Washoe School Principals' Association (WSPA).
- Sick Leave Bank Participation/Authorization forms will only be accepted during the open enrollment period of September 1 through October 31. \*
- Sick Leave Bank Participation/Authorization forms are available through the WSPA Board and the WCSD Human Resources Department.
- Employees participating shall donate and have deducted from their own sick leave account a maximum of one (1) day each year for the operation of the sick leave bank.
  - 2.2.1 - Any administrator who retires from the District may elect to donate one (1) additional day at the time of his/her retirement from his/her remaining accumulated sick leave.
- Employees participating in the sick leave bank shall continue their participation from year to year unless they notify the Washoe School Principals' Association Sick Leave Bank Committee in writing during the open enrollment period of their intent to withdraw. An employee who withdraws from the sick leave bank may not be reimbursed for the sick leave days already contributed.
- Whenever the total number of days in the sick leave bank at the end of the fiscal year is less than 100, the Association will inform the bank membership that a special assessment of one sick leave day must be authorized in July. In order to continue in the Sick Leave Bank each member must authorize an additional Sick Leave day donation. Failure to authorize a day during the special assessment period will cause the member to no longer be considered eligible for participation in the Sick Leave Bank.
- The maximum number of days that may be utilized by the WSPA from the sick leave bank in one year is 225.
  - 2.5.1- In the event that requests exceed the 225-day limit in a given year, an appeal for additional days may be made to the Superintendent by the Association.
- Days not used during the school year will carry over to the next year.

**3. ASSISTANCE**

- Only employees who have contributed to the sick leave bank are eligible to receive assistance from the bank.
- Employees must exhaust all available sick leave before they can become eligible to receive assistance from the bank.
- Employees who wish to apply for assistance from the sick leave bank shall complete and submit a Sick Leave Assistance Application to the WSPA Sick Leave Bank Assistance. Applications are

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available upon request from the WSPA Board or the WCSD Human Resources Department.

- The WSPA Sick Leave Bank Committee shall review the employee's sick leave bank application and sick leave account and usage.
- The WSPA Sick Leave Bank Committee shall forward its decision to the WCSD Human Resources Department. The decision of the WSPA Sick Leave Bank Committee is final and is only subject to review through the internal structure of the WSPA.
- The maximum amount of days that may be withdrawn from the Bank by an individual is limited to seventy-five (75) contract days in a school year. If an individual withdraws days from the bank for a serious illness or disability and subsequently suffers from another illness the Sick Leave Bank may consider another withdrawal even though the illness may not be considered a long-term or disability. The maximum allowance for additional day(s) without going into the long-term illness or disability will be five (5) days and the need for these days must occur within the same school year as the long-term or disability occurred.
- An employee who receives sick leave from the sick leave bank is entitled to payment for the leave at a rate no greater than his/her current daily rate of pay.
- Any sick leave which an employee receives from the sick leave bank, which was not used at the time the illness or disability ceased to exist or upon resignation or termination of the employment of the employee, shall be returned to the sick leave bank.
- No member may receive more than 160 days lifetime total for the Sick Leave Bank (effective September 7, 1999).

**4. DEFINITIONS**

- The term "year" for purposes of the procedure shall be defined as the school year - July 1 through June 30 for year-round employees and September 1 through August 31 for the remaining employees.
- The term "day" for purposes of this procedure shall be defined as the contracted day of the employee (e.g., a half day administrator would be entitled to receive 75 half days maximum).

\* The exception is for new hires that shall have 30 days from their employment date in which to enroll.

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\_\_\_\_\_ I hereby authorize the Washoe County School District Human Resources Department to transfer one (1) day of my sick leave to the Washoe County Education Administrators Association Sick Leave Bank. (PLEASE INITIAL THE BOX FOR AUTHORIZATION).

\_\_\_\_ Upon my retirement, I hereby authorize the Washoe County School District Human Resources Department to transfer one (1) additional day of my sick leave to the Washoe County Education Administrators Sick Leave Bank. (PLEASE INITIAL THE BOX FOR AUTHORIZATION).

- I understand that in order for me to participate in the Sick Leave Bank for licensed personnel, I must be an employee covered by the Negotiated Agreement between the Washoe Schools Principal Association and the Washoe County School District.
- I understand that my participation will automatically continue from year-to-year unless I notify the WSPA Sick Leave Bank Committee in writing during the open enrollment period of September 1 to October 31, of my intent to withdraw.
- In the event I withdraw, I understand that the sick leave days I have donated will not be reinstated to me.
- I also understand that if the Sick Leave Bank ever falls below 100 days, at the end of the fiscal year, the Association will inform the participants of a needed assessment. Such assessment will automatically take place at the earliest date in the next school year. I will have the opportunity to withdraw prior to any special assessment.

EMPLOYEE NAME (PLEASE PRINT)

SCHOOL/DEPARTMENT

SOCIAL SECURITY NUMBER

SIGNATURE

DATE \_\_\_\_\_

Please forward this form to the Washoe Schools Principal Association Sick Leave Bank Committee C/O Colbee Riordan, through inter-school mail. PLEASE DO NOT SEND THIS FORM TO THE HUMAN RESOURCES DEPARTMENT OF THE WCSD. Please note signing this form does not automatically enroll you as a member of WSPA.

## PERSONNEL USE

## ADMINISTRATIVE PERSONNEL

Y                      N

### NON-CERTIFIED ADMINISTRATIVE PERSONNEL

Y                      N

SICK LEAVE AVAILABLE                      Y            N

EMPLOYEE I.D. NUMBER

PART-TIME/FULL-TIME