

ILLNESS AND DISABILITY POOL FOR LICENSED/CERTIFIED STAFF

Name _____ Date _____
Last First

Building Assignment _____ Employee # _____

The Illness and Disability Pool, has been established for any teacher to contribute days according to the provisions of the Negotiated Agreement. Teachers **new** to the Illness and Disability Pool must indicate a willingness to participate **before September 1** of each year. **Per the negotiated agreement, certified/licensed staff do not have to submit a new form each year.** Once a form has been submitted, the individual is in the pool until he/she is no longer employed or submits a request to Adrienne Mammen, from the Illness and Disability Pool Committee, to be removed from the Illness and Disability Pool.

This contribution form is for the purpose of declaring a willingness to participate in the Illness and Disability Pool. For your information, Appendix A, of your **2018-2019** Negotiated Agreement is printed on the back of this form. After the September 1 deadline, a drawing will be held by NEA-Salina to obtain the necessary days to meet the quota for the **2018-2019** Illness and Disability Pool.

Notification will be sent to each Licensed/Certified who is a member of the Illness and Disability Pool. Anyone who does not receive notification by October 1 should contact his/her NEA-Salina Building Representative.

DECLARATION

I have read the Negotiated Item concerning the Illness and Disability Pool. I wish to contribute one (1) day to the Pool which, I understand, will be deducted from my illness leave accumulation, if my name is selected in the drawing held for such purpose.

Additionally, I'm aware that, following the September drawing, I will receive written notification.

Signature of Employee

➤ This form must be returned BEFORE SEPTEMBER 1, 2018 to:

**Adrienne Mammen
NEA-Salina
Lakewood School**

APPENDIX A

ILLNESS AND DISABILITY POOL

- A. Any teacher may contribute illness leave days to the pool. Any day so contributed shall be deducted from the teacher’s leave accumulation. Days contributed by a teacher become a permanent part of the pool and shall not be refunded to that teacher.
 - 1. Each teacher who wishes to offer a contribution to the pool will complete a form for that purpose, developed by the Executive Director of Human Resources.
 - 2. Before September 1 of each year, completed forms shall be returned to the President of NEA-Salina who will prepare the list of pool participants and submit it to the Executive Director of Human Resources.
 - 3. The yearly pool shall consist of a maximum of 250 days. Any days remaining in the pool as of June 30 will be carried over to the next school year.
 - 4. If the total days contributed by teachers are less than 250 on September 1 (or the nearest working day), all names of pool participants shall be randomly selected until a total of 250 days has been reached. In the event that 250 days cannot be achieved due to low participation, all teachers participating will have their names drawn once.
 - 5. When accumulated days of the pool permit, the President shall, for the purpose of the drawing, strike the names of teachers who contributed last year so that no participant must contribute a leave day successively for two years. In the event there are not enough participants contributing to the pool to have sufficient days for the pool it will be necessary to draw from the names of teachers who contribute the previous year.
 - 6. Teachers whose names are drawn shall be notified by the President of NEA-Salina and a list of those contributors submitted to the Human Resources Office for deduction of a day from the accumulated sick leave of each.
 - 7. Pool participants whose names are not drawn shall be notified by the President of NEA-Salina.

- B. Any teacher who has formally contributed to the pool is eligible to make application for illness or disability left from the pool after he/she has exhausted all accumulated leave.
 - 1. Application must be made on a form provided for that purpose and a copy submitted to the President of NEA-Salina. Forms will be available from the personnel department.
 - 2. The teacher who makes application for illness leave from the pool must have a serious or catastrophic illness or injury. All requests for sick leave pool hours will include a review of the employee’s past sick leave usage and must be approved by the Committee. The Committee reserves the right to request from the applicant additional information to support the purpose of the leave. The application must contain the signature of the physician giving care plus the recommendation that the teacher must be absent from work due to the condition of his/her health. Such statement must be attached to the application.
 - 3. Days granted from the pool for illness/disability of a member of the teacher's family shall require the family member have a serious or catastrophic illness or injury (family as per definition). A physician's written verification will be required.
 - 4. Employees who join the pool will continue participation for as long as they retain full-time employment with the district or until they notify the district that they wish to cease membership. Employees who wish to discontinue membership in the pool must notify the NEA president in writing prior to September 1 each year.
 - 5. Teachers shall be eligible to apply for days from the pool in accordance with the following schedule:

| During Year of Service in USD #305 | Maximum Number of Days that May Be Requested in One Contract Year |
|--|--|
| 1 st | 4 |
| 2 nd | 6 |
| 3 rd | 8 |
| 4 th | 10 |
| 5 th or beyond | 12 |

- 6. Approval of application shall be made by the President, NEA-Salina.
- 7. Written notification of approval or other disposition of the application will be made by the applicant to the President, NEA-Salina.
- 8. All record keeping regarding the pool shall be maintained by the NEA-Salina and reported to the Executive Director of Human Resources.
- 9. As soon as the leave is approved by the NEA-Salina, notification will be made to the Human Resources Office.
- 10. Teachers receiving illness leave days from the pool are not obligated to "pay back" those days to the pool. It is the intent that such days are not lent but are granted to the individual.