



| 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792 | 218.735.3500 | FAX: 218.744.4281 | WWW.RRPS.ORG |

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.

Qualifications:

To qualify for leave under the Sick Leave Bank:

1. Employees must be contributing members of the Sick Leave Bank.
2. Employees must have exhausted their sick and personal leave accruals.
3. Employees must provide written verification by an attending physician and submit a written application requesting sick leave days.

Membership:

Participation in the Sick Leave Bank will be determined as follows:

1. In order to establish the Sick Leave Bank, each employee who wants to join will donate one (1) sick leave day.
2. At the time of hire, employees shall be given the option to join the bank by authorizing the donation of one (1) sick leave day.
3. At such time as the Sick Leave Bank balance dips below 45 days, all members will contribute one (1) day each. Employees who opt out of this contribution will no longer be members of the Sick Leave Bank and will lose eligibility for its benefits. Employees may rejoin the Sick Leave Bank when they make the next requested contribution.

Please refer to the Collective Bargaining Agreement between ISD #2909 Rock Ridge Public Schools and Education Minnesota Rock Ridge Local #7394 for full details.

By signing below, I hereby make application to participate in the Sick Leave Bank.

Employee Signature

Date

Return completed form to Janelle Dolinsek

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