



Sick Leave Bank Frequently Asked Questions

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WHAT IS THE PURPOSE OF THE SICK LEAVE BANK?

1. To help offset the potential and detrimental financial effect of a member of the Sick Leave Bank having to be absent for non-elective medical purposes without accumulated paid sick leave sufficient to cover, in whole or in part, the absence; and
2. To protect the availability of Sick Leave Bank days to allow for the most equitable and widespread meeting of the first purpose.

JOINING SICK LEAVE BANK

How do I become a member?

Any teacher employed by WWS on a permanent contract may join! You can get the SLB membership form at <https://www.westfieldcta.com> or email the SLB Coordinator at SickBank@westfieldcta.com. Scan your completed membership form and email it to SickBank@westfieldcta.com by **October 8th, 2025**.

How many sick leave days do I donate to become a member?

In order to join the Sick Leave Bank (SLB), you must donate 5 days over three consecutive years.

The first year, you will donate ONE of your accrued sick days.

The second and third year, you will donate TWO of your accrued sick days each year.

At the end of the three years, you will have donated a total of FIVE days to the SLB and you will be a fully vested member of the SLB.

I'm not sure if I'm a member. How can I find out?

In order to become a member, you would have previously submitted the membership form and donated days to the Sick Leave Bank. You do not need to resubmit a membership form more than once, just the one time to join. If you're not sure if you already joined, simply email SickBank@westfieldcta.com to check your membership.

Can a teacher become a member and borrow days to cover an absence that took place prior to becoming a member?

No. A teacher is not technically a member until the first donated day is deducted.

When are membership donations processed?

New members in their first year of membership will have their one day deducted in mid-October.

Members in years 2 and 3 of donating will have their two days deducted in August or September. All members will receive an email from Sick Leave Bank letting them know when the days will be deducted and when those deductions will show on their paystub.

Does the Sick Leave Bank actually deduct the donation from the system?

WCTA Sick Leave Bank does not make the actual deduction. We work closely with Central Office's Human Resources Department, providing our membership list and donated days and then Central Office actually makes the deduction.

CURRENT MEMBERS

If an unvested member is out for part of the year on leave, do they still donate membership days?

Yes, membership donations should be paid within the year that they are owed.

Do I need to complete a membership form every year?

No. You complete the membership form just once in your first year of joining. We moved the process to be digital, so there is no need for the form to be signed each year that a donation is made. You will receive an email confirming when the days will be deducted and when those deductions will show on your paystub.

Will I ever need to contribute more donations?

After the third year, a member of the Sick Leave Bank shall not be asked to contribute any more days unless the bank drops below five hundred (500) accumulated days. Even then, no assessment will ever exceed one (1) day per year, although the Sick Leave Bank Committee may solicit voluntary contributions at any time.

Can I contribute more than the required donations?

Teachers who have extra days may contribute up to half of their remaining balance as of June 1, or at the time of separation, whichever comes sooner.

What happens if I leave WWS and am no longer employed there?

Except in cases of retirement, all unused sick and personal days will automatically be donated to the Sick Leave Bank upon a teacher's separation from Westfield Washington Schools.

What happens if I leave WWS and then return to WWS?

If a teacher leaves and returns to WWS, the Sick Leave Bank will reissue membership as it was when the member left WWS. (i.e. If the teacher was a Year 2 Member, then when they return, they would continue on to be a Year 3 Member and make donations accordingly.)

What happens if I retire from WWS and then come back?

A retired Westfield teacher who is re-employed shall be reinstated as a paid-up member of the Sick Leave Bank if, at the time of retirement, they were a paid-up member of the Bank and for teachers initially signing a re-employment agreement on or after September 1, 2007, if otherwise qualified, they shall be entitled to use Sick Leave Bank days without first taking any unpaid leave (deduct) days.

BORROWING DAYS FROM THE BANK

Can I borrow from the Sick Leave Bank?

You must be a SLB member in order to borrow days. Being a member means you have submitted your membership form and have donated at least your first year's contribution of one sick leave day.

In order to request days from the SLB you must be under the care of a physician. A doctor's certification is required with the application and would better facilitate action by the Sick Leave Bank Committee.

Can a member borrow days if they are not a fully vested member? (i.e. borrowing within Years 1 or 2, or before the Year 3 donations are deducted)

Yes, as long as they are contributing still. The expectation would be that they still donate their membership days that year before borrowing days.

If an unvested member requests to borrow days, must they first contribute their 2 membership days first for that year before borrowing?

Yes, the SLB Committee requests that the year's 2 membership days are paid before borrowing days.

What is the process to request days?

1. Teacher submits the [SLB application](#) to Central Office Human Resources (Attention Henri Brearley).
2. Central Office verifies information and forwards the request to the SLB Coordinator.
3. SLB Coordinator removes all identifying information from the request before taking it to the SLB Committee to vote on its approval. A majority must be determined for a decision. In the event of a tie, the WCTA President would be contacted for next steps. It is also possible that the SLB Committee may add some additional conditions, depending on the request (i.e. teacher must complete that year's membership donation first before borrowing days).
4. The result of the vote is communicated by the SLB Coordinator to the committee, the teacher, and Central Office.

What is needed in order to borrow days?

In order to use days from the SLB, you must first use all of your accumulated sick days. You will then need to take two unpaid days before SLB days are used.

What if I have borrowed a balance of 40 days or greater within two years and need more days?

Teachers having a balance of 40 or greater accumulated sick leave days within the last 2 years shall, if otherwise qualified, be entitled to use Sick Leave Bank days without first taking any unpaid leave (deduct) days.

What is the maximum number of days you can request at one time?

The SLB Committee may award days to applicants up to a maximum of 40 days per individual or to the point where the disability insurance begins, whichever is lower.

Is there a maximum number of days you can borrow?

The maximum number of days you can owe the SLB at one time is 80 days. Regardless of the number of applications, employees owing 80 days may not borrow additional days unless there is an extreme hardship, in which case the Sick Leave Bank Committee, with the concurrence of the Administration, may forgive up to 10 days currently owed to enable granting days within this limit.

Are there differences for short-term and long-term illnesses?

For short-term illnesses, applications may be made when need arises and pay has been deducted. The member shall be reimbursed by the Corporation according to the action of the Sick Leave Bank Committee.

For long-term illnesses, applications may be made in advance for approval by the Sick Leave Bank Committee in order that missed days would not be deducted from the member's pay. For a long-term illness, a member of the Sick Leave Bank or a family member of the teacher may need to appear before the Sick Leave Bank Committee to present the doctor's certification and the reason for the request.

Can a member use SLB days for maternity and paternity leave?

When considering applications, the Sick Leave Bank Committee must always keep the two purposes of the Sick Leave Bank in mind:

- to help offset the potential and detrimental financial effect of a member having to be absent for non-elective medical purposes without accumulated paid sick leave sufficient to cover;
- and to protect the availability of Sick Leave Bank days to allow for the most equitable and widespread meeting of the first purpose.

The Sick Leave Bank cannot meet the purposes listed above and provide days to fully cover all typical maternity and paternity leaves, as doing so would quickly exhaust the bank. The SLB Committee is dedicated to providing support in extenuating circumstances such as, but not limited to, bedrest, complications, or tending to an infant in the NICU.

What if my request is not approved by the SLB Committee?

The Committee may disallow any claim for cause. The Board is not responsible for any decision on a claim. No grievance may be filed against the Administration or Board because of a decision of the Committee.

REPAYING DAYS BORROWED FROM THE BANK

How many borrowed days are repaid to the bank each year?

Beginning the next school year, the borrowed amount is repaid at the rate of 2 days per year. The maximum number of days to be repaid per year, regardless of the number of years in which the member borrowed days, shall be 4 days.

If an unvested member borrows days in a school year, then the next year if they still have membership days to contribute, do they pay those days along with the required 2-day repayment of what was borrowed?

Yes, the SLB Committee requests that the 2 membership days and the 2 repayment days are paid, not to exceed 4 days.

If a member is out for part of the year on leave, and has a balance owed from a previous year, do they still repay days?

Yes, repayments should be paid within the year that they are owed.

What do I need to do to initiate repayment?

Nothing, you're all set! Each year that a member draws days from the Sick Leave Bank, the member automatically agrees to repay the Sick Leave Bank at the rate of 2 days per year, beginning the next school year. This repayment continues until there is either complete repayment or termination of teaching for Westfield Washington Schools. The Sick Leave Bank Coordinator will send an email asking you to confirm the rate of repayment (either 2, 3, or 4 days) and will confirm when that repayment will be deducted.