

River East Transcona School Division
Canadian union of Public Employees Local 4635
SICK BANK PROTOCOL

Article 14 of the Collective Agreement

The purpose of the Sick Bank is to alleviate hardship by providing temporary salary assistance. This is a process to help a member when possible to bridge between sick leave and one of the the following: collecting of EI, CPP, Canadian Disability, Long Term Disability and/or other salary continuance insurance.

Protocols

1. Employee's first must have exhausted all of their sick days before they become eligible to apply to draw from the sick bank.
2. Members are eligible for sick bank days based on the following of permanent years of work with River East Transcona School Division:
 - a. Less than one (1) year, five (5) days
 - b. One (1) year, ten (10) days
 - c. Two (2) years, twenty (20) days
 - d. Three (3) years, forty (40) days
3. If a member is in arrears when they apply for the Sick Bank, they will have the days they owe taken off from the total days awarded.
4. Once a member has used the sick bank, regardless of days awarded, they shall not be entitled to apply or withdraw from the sick bank again for a minimum of two (2) years with reductions in days based on the following:
 - a. Used Sick Bank two (2) years ago, Ten (10) days available
 - b. Used Sick Bank three (3) years ago, Twenty (20) days available
 - c. Used Sick Bank four (4) years ago, Forty (40) days available
5. The only exception to Protocol 4 applies to members who are receiving on-going treatments for cancer who may take non-consecutive days based on the above years of service in Protocol 2. Once a member has completed their treatment and/or received the total allotment of days from the Sick Bank, they shall not be entitled to draw from the sick bank again for a minimum of two (2) years. The period will commence on the last Sick Bank day used by the member.
6. If the Sick Bank days are exhausted, then the Sick Bank will be closed for the remainder of the calendar year, and until the days have been replenished as per our contract with the River East Transcona School Division.

All decisions made by the Sick Bank Committee shall be made according to the Sick Bank Protocol. No decision made shall be precedent setting and all decisions are final and not subject to appeal.

How to use the Sick Bank

A member must apply in writing and include a certificate from a Certified Medical Practitioner to the Chairperson of the Local 4635 Sick Bank committee explaining their situation.

After receipt of the application and its review by the committee, the applicant and payroll will be notified of the committee's decision, and the amount of days to which the applicant will be entitled.

If the applicant requires additional time, up to the maximum allowed based on Protocol 2, the committee will review the application on an individual basis.

Requests for additional days will require further documentation from the applicant supporting efforts made by them to secure alternate sources of monies and reasons for the need of additional days from the Sick Bank beyond the number initially awarded. Alternate sources may include, but are not limited to: Unemployment Insurance, Long Term disability, Canada Pension Plan and/or Canadian Disability.

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