

**WAPPINGERS CENTRAL SCHOOL DISTRICT  
TEACHERS' SICK LEAVE BANK  
APPLICATION FOR WITHDRAWAL**

Withdrawal from the Sick Leave Bank shall be limited to members of the Sick Bank who are involved in a "personal catastrophic illness" and who have first exhausted their accumulated sick/personal business days.

**ALL INFORMATION MUST BE PROVIDED IN FULL**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ School \_\_\_\_\_

Nature of Illness (A statement from your attending physician must be submitted and must include an approximate return to work date.)

\_\_\_\_\_  
\_\_\_\_\_

Approximate number of days absent due to this illness:

Prior school year \_\_\_\_\_

Current school year \_\_\_\_\_

Number of Sick Bank days (and dates) applied for \_\_\_\_\_

\_\_\_\_\_

Teachers' Signature \_\_\_\_\_ Date \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

Forward completed application to:      Wappingers Central School District  
Office of Human Resources  
Susan Wagner – Teachers' Sick Leave Bank  
PO Box 396  
25 Corporate Park Drive  
Hopewell Junction, NY12533

Approved \_\_\_\_\_ Date \_\_\_\_\_

Number of Sick Leave Bank Days Granted \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

(See reverse side for guidelines)

**WAPPINGERS CENTRAL SCHOOL DISTRICT  
TEACHERS' SICK LEAVE BANK  
ADMINISTRATIVE GUIDELINES**

The Bank shall be administered by the Sick Leave Bank Board of Trustees who shall act upon all withdrawal applications.

1. Sick Leave Bank days shall be granted only for the personal catastrophic illness of members of the Teacher's Sick Leave Bank. Days will be granted with the understanding that the members must return to work. (Please note that in general, a pregnancy, delivery, or C-section would not constitute a catastrophic illness. However, if the teacher suffers a catastrophic illness or injury as a result of the pregnancy or delivery, that may be considered.)
2. An individual shall not be eligible for consideration by the Sick Leave Bank until such time as he/she shall have been absent for 30 consecutive school days due to extended illness or accident unless the first day of illness did commence with hospitalization. This may be waived if the illness commenced with and included an extended hospitalization.
3. Medical proof of illness is required. Documentation must include a return to work date. Furthermore, the Sick Leave Bank Board of Trustees reserves the right to require an individual applicant to be examined by a physician chosen by the Trustees.
4. Each instance of Sick Leave Bank use must be approved by a majority of the Sick Leave Bank Board of Trustees. In the event of a tie, a fifth party, agreed upon by the Trustees, will render a decision.
5. No participating individual may draw more than 120 days from the Bank, except by unanimous agreement of the Trustees.
6. Minutes shall be kept of all Sick Leave Bank Board of Trustees meetings and the President of the Wappingers Congress of Teachers shall be copied.