

NPUT

NEW PALTZ UNITED TEACHERS BENEFIT TRUST FUND

Ron Noelle, Administrator

BENEFITS
DISABILITY
January 1, 2015

PERSONAL SICK LEAVE & SICK BANK

**NEW PALTZ UNITED TEACHERS
COLLECTIVE BARGAINING AGREEMENT
JULY 1 2007 < JUNE 30 2012**

**PERSONAL SICK LEAVE & SICK BANK
ARTICLE 16**

Review CBA 2007-12, Article 16, Sick Leave

Contact Business Office as to amount of Accumulated Sick Leave

**Advise Administrator and Assistant Superintendent as to intended absence
and possible length of absence**

No doctor's note is necessary unless requested

Contact Substitute Service and advise of planned absence

Provide substitute with scope of what is to be taught - not daily planning.

Review CBA 2007-12, Article 16, Sick Bank

**If your personal sick leave will be exhausted then request a Sick Bank Application
to be completed by you and your doctor.**

Make sure the dates / length of time to be absent are correct

**Submit the application to the Sick Bank chairperson in a sealed envelope
marked 'CONFIDENTIAL'**

**If the absence is to be extended beyond what is approved repeat the
application procedure.**

**If the absence will go beyond 180 calendar days contact the Trust Administrator
for a Long Term Disability application.**