Emergency Sick Bank Request

A sick leave bank has been established for members of the BOCES United Professionals (BUP – Teachers Union), BOCES Paraprofessional Association (BPA) and Professional Support Personnel (PSP – Clerical, Technical staff) bargaining units that provides unit members with additional sick leave in the event of long-term illness or injury. Long-term illness or injury is defined as an illness or injury which is expected to incapacitate the unit member for an extended period of time, requiring absence from work for a minimum of forty (40) consecutive work days during the normal work year. The unit member is required to exhaust all their personal sick time before a request for emergency sick days will be considered.

Please complete a summary of your situation to which you feel you meet the requirements described above. (Please attach additional paper, if needed) A physician's note must be submitted with this request.

Position: _____ Bargaining Unit: _____

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I, _____, verify that I meet the criteria of being incapacitated and unable to return to my job duties at this time. I further confirm that I am not working at another employer. As stated in your union contract, the committee reserves the right to request a physical examination by a BOCES physician at BOCES expense.

_____ _____

Signature Date

** Please make a copy for our records.