

Sick Bank
September 2016

Welcome back! I hope your new school year is off to a fabulous start!

The following is a recap of the Sick Bank usage from 2015-2016:

- Pre-assessment balance: 672.5 days
- 1 day assessment (per policy): 563 days
- TOTAL balance at start of year: 1235.5 days
- Days used during 15-16 school year: 531.0

Pre-assessment balance 2016-2017: 704.5 days

Per the Sick Bank policy, an assessment of one day was taken for the 2016-2017 school year. This should be reflected in your pay stub dated 9/2/2016. The deduction is taken from your RSD sick days. Sick Bank DOES NOT show up on your pay stub unless you use Sick Bank days. The date used for the Sick Bank assessment is August 22, 2016. The reason for dating the assessment prior to the start of school is so perfect attendance records are not affected.

All Sick Bank policies are located on the REA website, www.readingea.com

When requesting Sick Bank days please remember the following:

1. You must use all of your accrued district sick days before being eligible for the Sick Bank.
2. You do not have to use your Personal Days when using Sick Bank.
3. Sick Bank days cannot be used to care for family members.
4. Sick Bank days are not granted retroactively.
5. Please direct any inquiries regarding Sick Bank approvals to the REA office, not Human Resources. ***Sick Bank is operated by REA, not Reading School District.***

Please send your paperwork **DIRECTLY** to the REA Office.

Email: office@readingea.com

Fax: (610) 374-3173

Snail Mail: Reading Education Association
Attn. Sick Bank
1800 N. 12th Street
Reading, PA 19604

Paperwork may also be submitted via interoffice mail. It is **STRONGLY** recommended you send a "heads up" email regarding any paperwork sent interoffice mail. The REA office does not receive interoffice mail on a daily basis.

Respectfully submitted,

Jennifer C. Mazur
Sick Bank Chairperson