



**Hartford  
Federation  
of Teachers**

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[www.hft-1018.org](http://www.hft-1018.org)

Local 1018,  
American Federation  
of Teachers,  
CFEPE, AFL-CIO



Dear

Enclosed please find the guidelines for applying to the Sick Bank.

The Sick Bank Committee urges you to provide all the information requested (from 2a through 2e), otherwise your application cannot be processed.

Every case is given the utmost consideration but again, please be mindful that the Committee will consider and promptly respond to your request only if you submit all the necessary information at the outset.

The Committee cannot guarantee that all cases will be granted days from the Sick Bank. To make your case as compelling as possible, please have your doctor explain your medical condition in a comprehensive manner. Furthermore, please remember to state the reasons why you lost your sick time.

When you have completed your entire package of information please separately submit to:

Elaine Bonfiglio, Labor Relations  
Hartford Board of Education  
960 Main Street  
Hartford, CT 06103

Joshua Hall, First Vice President  
Hartford Federation of Teachers  
85 Buckingham Street  
Hartford, CT 06106

If you have any concerns regarding this process, please do not hesitate to call me at 860-249-7629, ext. 223, or email me at: [jhall@hft-1018.org](mailto:jhall@hft-1018.org).

Sincerely,

Joshua Hall, First Vice President  
Hartford Federation of Teachers

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## **TEACHERS' SICK LEAVE BANK GUIDELINES**

The Teachers' Sick Leave Bank was established under provisions of the contract between the Hartford Board of Education and the Hartford Federation of Teachers, and began operation with the 1979-80 work year. Teachers each contributed three (3) accumulated sick days and the Board added one (1) day per teacher.

When a teacher applies for time from the Bank, the case is carefully evaluated and researched. Documentation is thoughtfully reviewed. The teacher's past attendance record is studied. The Committee is adamant in its refusal to grant additional sick time to a person who has abused existing sick days thereby protecting the contributions of teachers to the bank. Application should be made as soon as the teacher suspects that time is not awarded retroactively after the teacher has returned to work. The Teachers' Sick Bank is a valuable benefit for all teachers. It is an insurance policy against catastrophic illness or disability which assures that teachers' salaries are continued during times of stress and sickness.

### **HOW TO APPLY FOR SICK LEAVE BANK TIME**

1. Application is made by letter and the transmittal of supporting documents to the Co-Chairpersons of the Teachers' Sick Leave Bank Committee.
2. It is the applicant's responsibility to provide, with the letter of application, the following information to both Co-Chairpersons:
  - a. A description of the condition requiring additional sick leave days.
  - b. A complete history of the use of accumulated sick leave time. Include dates absent and the reasons where possible. Date of expiration of full days or accumulated sick time is also required.
  - c. A statement of the history of the condition and other relevant conditions.
  - d. A statement from the attending physician or medical personnel offering a diagnosis and a prognosis and when possible, an estimated date when the applicant may return to work.
  - e. A request for a specific number of days (up to thirty) from the Sick Leave Bank.
  - f. Applications for a second or subsequent grant are governed by the Committee's guidelines. Copies are available at the Hartford Federation of Teachers' Office, or on our website at: [www.hft-1018.org](http://www.hft-1018.org), or Human Resources at the Board.
  - g. Applicants are advised that the Committee will not act upon incomplete applications.