

# VENTURA CLASSIFIED EMPLOYEES ASSOCIATION SICK LEAVE BANK

## *OPEN ENROLLMENT PERIOD IS THE MONTH OF SEPTEMBER*

The Ventura Classified Employees Association (VCEA) in agreement with the Ventura Unified School District (VUSD) has established an Employee Sick Leave Bank (SLB) to aid employees who are in need of additional sick days due to a serious or catastrophic illness or injury. All accumulated sick leave and vacation must be used before applying to use the bank. Refer to the VCEA contract agreement, Sections 27.2, 27.3, and 27.4 for more information.

All classified employees, including management, who have achieved permanent status and are on active duty with VUSD, are eligible to contribute and draw from the catastrophic Sick Leave Bank. New hires must complete their probationary status and file a participation form within thirty (30) calendar days of achieving their permanent status in order to be eligible for participation for the remainder of the eligibility year.

To participate, you must complete the "Catastrophic Sick Leave Bank Participation Form" and send it to the Payroll Department during the month of September, which is the open enrollment period for the year. Employees who complete their probationary period must submit the form within thirty (30) days of achieving their permanent status. Forms may be requested by contacting the SLB Chairperson or on line at [www.venturaclassified.org](http://www.venturaclassified.org)

- *Once an employee agrees to participate in the SLB, he/she will remain in the SLB every year.*
- *To be removed from the SLB you MUST submit a letter to the Payroll Department, during the month of September, asking to be removed from the SLB.*

Hours are accumulated from year to year. No new hours will be contributed by current SLB Members if the number of hours in the bank exceeds 8,000. It will be necessary for employees to contribute additional hours if the available hours fall below 400. Each employee contributes one day of sick leave per year.

While the District handles the bookkeeping, the VCEA Sick Leave Bank Committee has sole responsibility for approving member requests. You may contact your Site Rep. or the SLB Chairperson for more information.

To verify your status after completing and mailing in your form, you may contact the Payroll Department or the SLB Chairperson.

Committee Members:

Lupe Gallegos, SLB Chairperson

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