



A Union of Professionals

USCEA~AFT SICK LEAVE BANK BY-LAWS

The Federation shall maintain a Sick Leave Bank for members of the Professional Employees' Bargaining Unit.

This Sick Leave Bank is intended to supplement the individual's personal accumulated sick leave days in the event of an extended absence from duty due to the employee's illness, injury, or extenuating circumstances.

To be a member of the Sick Leave Bank and, therefore, eligible to apply for benefits, a member of the bargaining unit must each year donate personal sick leave days to the Sick Leave Bank. The Executive Committee will determine the amount of days yearly.

The Sick Leave Bank will be administered according to the following guidelines:

1. Report of Physician

The report of a physician or other medical person, explaining in detail the nature of the employee's illness and the prognosis of length of absence from full-time duty, shall be presented to the Chairman of the Sick Leave Bank Review Board before the employee can receive benefits from the Sick Leave Bank

2. Use of Sick Leave

Employees who qualify will use Sick Leave Bank days in the following manner:

a) After being absent for fifteen (15) consecutive days because of illness or accident, the employee will qualify for fifteen (15) days from the Sick Leave Bank, to be used consecutively for the same illness or accident regardless of the number of personal sick leave days the individual has left. The fifteen (15) day limit will be waived to nine (9) days of consecutive illness for a first year teacher.

b) After being absent for thirty (30) consecutive days, the employee will alternately use one (1) day from his/her personal sick leave days and one (1) day from the Sick Leave Bank until all of his/her personal sick leave days are exhausted.

c) After using all of his/her personal sick leave for the same continuing absence

under Step (b) above, the employee may use days from the Sick Leave Bank for the duration of absence to a maximum of one hundred eighty (180) days absence in one (1) school year, with the additional provisions that under no circumstances will more than one hundred twenty (120) Sick Leave Bank days be given to an employee in any one year. An employee using the maximum one hundred twenty (120) days from the Sick Leave Bank shall not be eligible for any additional Sick Leave Bank days until he/she has returned to work for a period of sixty (60) calendar days.

3. Type of Illness or Injury Included

The USCEA~AFT Sick Leave Bank is a voluntary sick leave insurance plan that covers the following major medical disabilities:

**Major surgery--In cases of surgery, the Medical Report Form must indicate that the said surgery is necessary at the time indicated by the physician.*

*Cardiovascular illness

*Respiratory illness

*Bone/Nerve Disorder that affects locomotion

*Malignancies

*Accidents

*Complications from HIV infections

*Mental illness

*Detoxification

4. Extenuating Circumstances

Although guidelines are intended to define the framework of a particular program, extenuating, rare, or unusual circumstances may be involved. In such cases, the decision of the Sick Leave Bank Review Board shall be final.

5. Review Board

All cases shall be reviewed for the final decision by a Sick Leave Bank Review Board consisting of five (5) members of the bargaining unit to be chosen as follows:

- a) The President of the Federation shall, as soon as possible, appoint the Chairperson of the Sick Leave Bank Review Board.

- b) **b)** The President of the Federation will also, at this time, appoint four (4) other members of the Sick Leave Bank Review Board in the following manner whenever possible:

1 Elementary Teacher

1 Middle School Teacher

2 High School Teachers

- c) Vacancies on the Sick Leave Bank Review Board, when occurring, will be filled at the discretion of the President of the Federation.

- d)** The Sick Leave Bank shall have the right to:

- *Involve any and all persons, as it may deem necessary to resolve specific cases.

- *Convene at the request of the Chairperson of the Sick Leave Bank Review Board or the President of the Federation.

- *Permit any member of the bargaining unit to petition either of the above cases and/or convene the Sick Leave Bank Review Board to review a decision that may be thought of as inequitable or unsatisfactory.

- *Make the final decision regarding an application qualification for use of the Sick Leave Bank.

6. Applying for Sick Leave Bank Benefits

The employee needing additional sick leave benefits, beyond the accumulated personal sick leave, shall complete and send the USCEA Medical Report Form to the Chairperson of the Sick Leave Bank Review Board Unless extenuating circumstances are involved or the case must come before the Sick Leave Bank Review Board, or both situations occur simultaneously, the applicant should receive an answer within one week.

A professional employee is advised to take initial steps during the fifteen (15) day waiting period in order to avoid delays in processing papers for receipt of benefits. Periodic contacts may be made with the employee's attending physician.

7. Termination of Sick Leave Bank Benefits

Upon return to employment, the employee shall notify the Chairperson of the Sick Leave Bank Review Board. If eligible, Sick Leave Bank days are exhausted before the employee returns to work, he/she shall be notified by the Chairperson of the Sick Leave Bank.

8. Sick Leave Days

The Sick Leave Bank shall include all accumulated days that have been donated from the previous Sick Leave Bank.

Amended May 2000; July 2009; September 2013
