



*A Union of Professionals*

**USCEA~AFT SICK BANK GUIDELINES**

**AFT Local 4270  
1825 McLaughlin Run Road  
Upper St. Clair, PA 15241**

**October begins the open enrollment period for professional employees to join the Sick Bank. The Sick Bank is one way to help protect you against taking an unpaid leave caused by a long-term illness or disability.**

**If you are a member of the Sick Bank and have a long-term illness or disability, you may be eligible for 120 sick bank days. If you should request sick bank days, your physician would need to complete the *Physician's Medical Report Form* and immediately return it to the USCEA Sick Bank Chairperson, Kristen Rauber.**

**New members must contribute two sick days to join the USCEA Sick Bank. Persons who did not join the Sick Bank, when first eligible, can still join by contributing two accumulated sick days for every year that he/she was eligible to join the Sick Bank.**

**If your hire date is the first day of the school year, you must complete and return the Sick Bank Enrollment Form **by November 13th** of that school year. If you are hired after the start of the school year, you must complete and return the sick bank enrollment form within one month of your start date.**

**Once you are an official member, there is no need to enroll each year. After your initial enrollment, you will only be required to contribute one sick day each school year thereafter.**