

**SAAAAC**  
**SICK LEAVE BANK APPROVAL COMMITTEE**

TAAAC  
c/o SAAAAC  
Attn: Sick Leave Bank  
2521 Riva Rd. Suite L-7  
Annapolis, MD 21401

**Special Instructions**

**Applicant:**

1. All requests to draw from the bank must be made on the approved attached application form and submitted to the **Sick Leave Bank Approval Committee (SLBAC)** no later than **thirty (30)** days prior to the first date bank usage is requested. **(Exceptions may be considered by the bank)**
2. Do not write in below the black line on the application; that section is to be completed by your principal. Only those Unit IV members who have made her/his proper contribution for the fiscal year in which the request is made may apply.
3. All requests must be accompanied by a physician's statement in layman terms with the **Physicians signature and stamp**, which shall be handled in a confidential manner by the **SLBAC**, confirming the cause of the illness or confinement made on an **AACPS/SAAAAC Sick Leave Bank (SLB)** application.
4. Application and Physician's Statement must be sent via **US CERTIFIED Mail** to: **TAAAC-c/o SAAAAC, Attn: Sick Leave Bank, 2521 Riva Rd. Suite L-7, Annapolis, MD 21401**. No photocopies or fax copies will be considered, unless there is an emergency situation.
5. In case a member of the bank has been incapacitated, an application may be submitted by an agent, the building principal/supervisor, or a member of the family on their behalf. An extension may be granted but only for debilitating illnesses. Extensions shall be submitted **5 workdays** before the end of the previous grant, new form, and accompanied by a **new signed and stamped Physician's Statement**.
6. Leave grants from the bank shall be in units of up to but no more than **twenty (20) consecutive duty days** for each initial or subsequent application. Number of days will be determined by the **SLBAC**.
7. The **SLBAC** will review and recommend to the Director of Human Resources approval of request to draw from the bank within **fifteen (15) duty days** after such request is received by the **SLBAC**. Denials may be appealed in writing to the **SAAAAC Board of Directors** within **(15) calendar days** of receipt of notice of denial. Unit IV members will be notified of action taken by the **SLBAC** on their request within **fifteen (15) calendar days** upon receipt of their application.

**SAAAAC**  
**SICK LEAVE BANK APPLICANT CHECK LIST**

For your assistance and to avoid untimely delays, the Sick Leave Bank Approval Committee is providing this check list to ensure that all parts of your Sick Leave Bank Application are complete and accurate.

**Applicant:**

- \_\_\_\_\_ Social Security Number
- \_\_\_\_\_ Box for last four letters of last name has been completed.
- \_\_\_\_\_ “Request to Draw from Bank,” in the “Application for” box has been checked.
- \_\_\_\_\_ Full Name (Last, First and Middle Initial)
- \_\_\_\_\_ Date of application correctly reflects the date the form was submitted
- \_\_\_\_\_ Address, City, State and Zip Code reflects current information
- \_\_\_\_\_ Position held is indicated
- \_\_\_\_\_ Home Telephone Number (area code and number) is complete
- \_\_\_\_\_ School Telephone Number (area code and number) is complete
- \_\_\_\_\_ School Name is complete
- \_\_\_\_\_ Cost Center Number is indicated
- \_\_\_\_\_ Member applying for Sick Leave signs application
- \_\_\_\_\_ Physician’s explanation of diagnosis in layman terms. The Physician’s signature and stamp must be on explanation of diagnosis

# SECRETARIES AND ASSISTANTS ASSOCIATION OF ANNE ARUNDEL COUNTY

## SICK LEAVE BANK

### Agreement Language, \*Rules and Procedures

#### Purpose

The purpose of the **Sick Leave Bank** is to help supplement pay benefits to members of the Bank for qualified, incapacitating, catastrophic personal illness during regularly scheduled duty days; after **all accumulated sick leave has been exhausted**.

#### Funding And Administration

The **Sick Leave Bank (SLB)** for Anne Arundel County Unit IV members is a negotiated benefit between **SAAAAC and the Board of Education (BOE)**. The **BOE** provides the benefits stated in the **Negotiated Master Agreement**. The **BOE** provides paycheck continuation for **SLB** grantees. The **SLB** grants are administered by an appointed panel of **SAAAAC**. This **volunteer** panel is the **Sick Leave Bank Approval Committee (SLBAC)**. The **SLBAC** provides coverage to qualifying applicants. As the administrator of the **SLB**, the **SLBAC** has a trustee's responsibility which must be balanced between the interest of the individual applicant and the total membership of the **SLB**.

#### Agreement Language

##### Article 9, 9.6. Sick Leave Bank

- A. All Unit IV employees on active duty in Anne Arundel County are Eligible to contribute to a sick leave bank. Contributors shall be permitted to apply for the use of the bank for salary payment to cover periods of catastrophic personal illness of the employee during the regularly scheduled duty days, after regular sick leave has been exhausted.
- B. The contribution on the appropriate form shall be authorized by the employee and continued from year to year until canceled in writing by the employee. Cancellation, on the proper form, may be elected at any time and the employee shall not be eligible to use the bank as of the effective cancellation date. Sick leave properly authorized for contribution to the bank shall not be returned if the employee elects cancellation.
- C. Contributions shall be made between July 1 and September 30. Employees returning from extended leave of absence, reassigned employees and new employees may contribute within sixty (60) calendar days upon reassignment or employment.
- D. The annual rate of contribution may be a maximum of one (1) day per year and must be in whole day increments.
- E. Members shall be permitted to apply for leave from the sick leave bank. In no case shall the granting of leave from the bank cause a member to receive more than her/his annual salary.

- F. Members must use all accumulated sick leave before applying for leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
- G. A three-member committee, including two (2) representatives appointed by the **president of SAAAAC** and one (1) representative appointed by the Superintendent, shall have the responsibility of receiving request, verifying the validity of request, recommending approval or denial of the request, and communicating its decision to the employee and the Director or Human Resources. The committee shall develop its rules of procedure and shall give wide distribution to said rules upon approval of the **Executive Officers of SAAAAC and the Superintendent or designee.**
- H. The Director of Human Resources shall approve these bank grants as being for catastrophic or debilitating illness and that sick leave is exhausted and forward payment authorization to the Payroll Department.
- I. Bank grants shall not be automatically carried over from one fiscal year to another. All bank grants shall end as of **June 30 or the last duty day of the school year** and must be renewed through the approval committee and the Director of Human Resources each fiscal year.
- J. If a member does not use all of the days granted from the bank, the unused sick leave bank days shall be returned to the bank.
- K. Any unused sick leave days remaining in the bank on June 30 shall be carried into the net fiscal year.
- L. The Board will sponsor the cost of the sick leave bank but not beyond the number of days contributed per fiscal year beginning on July 1, except that if a lesser amount is expended the unused portion shall be added to the following year.
- M. **SAAAAC** shall indemnify and hold harmless the Board regarding any legal claims, actions, or suits relating to **SAAAAC's** administration, function and operation of the **Sick Leave Bank.**
- N. On July 1, 2013, the beginning balance of the Sick Leave Bank shall be 200 days.

## **Rules**

1. **Confidentiality:** all records, proceedings and actions of the **SLBAC** shall be held in the strictest confidence by the members of the **SLBAC** and the **Board of Directors.**
2. **Definition – Sick Leave:** The definition of sick leave shall be that leave which is granted to a **SLB** member who through incapacitating catastrophic personal illness or injury, as certified by a legally qualified physician or quarantine, is unable to perform the duties of their position.
3. **Personal Use Only:** The bank may be used only by the individual contributor for her/his own personal illness. Individuals must be a member of the Sick Bank for no less than **6 months before** Receiving any Sick Leave Bank days.

4. **Contribution:** Only earned sick leave may be contributed to the bank. Annual and personal leave may not be contributed. Contributions to the bank for 12-month employees will be made during the month of August. Contributions to the bank of 10-month employees will be made during the month of September.
5. **Loss of right to Use SLB:** a member will lose the right to utilize the benefits of the bank for the following reasons:
  - a) termination of employment in the Anne Arundel County Public School System, or removal from a Unit IV position
  - b) cancellation of participation by the member on the proper form at any time
  - c) while on approved leave of absence for other than personal illness/injury; ex: pending workers compensation or disability
  - d) any abuse or misuse of the Rules and Procedures established by the **SLBAC**
6. **Ten Day Window:** A member having a qualifying, incapacitating, catastrophic personal illness must be absent **ten (10) consecutive work (duty) days** per illness before being eligible for a grant from the **SLB**. Those **ten (10)** days may be covered by the employee's accumulated sick leave, annual leave, or other available personal leave or leave without pay. The ten day window may be waived if a member needs **LIFE SAVING TREATMENT/S** such as **Chemo, Blood Transfusions, Dialysis, or Transplant**. These treatments must be for a diagnose or surgery that the employee just used the sick leave bank for and must start within fifteen (15) days after the last sick back day is used. All other rules and regulations of the **SLB** must be followed.
7. **Psychological:** Sick leave for psychological disability may be granted when:
  - a) a problem is certified by a licensed psychiatrist
  - b) an applicant is enrolled in a rehabilitative program written by a doctor and sent to the **SLBAC**
8. **Maximum Use/Limitations:** The maximum number of days granted to any member of the **SLB** will be **40 days per year for 10 and 12 month employees**, with a **maximum of 180 days** during the lifetime employment with Anne Arundel County Public Schools.
9. **Guarantees:** The existence of the bank and participation by a Unit IV member in the bank does not negate or eliminate any other sick leave policies of Anne Arundel County Public Schools, nor does it in any way negate the rights of individual unit members who participate in the bank to other sick leave benefits.
10. **Donations:** All donations will remain in force and cannot be returned even upon cancellation of a membership.
11. **Maternity:** Leave from the bank may not be used for reason of maternity, but may be used for catastrophic illness related to childbirth, such as:
  - a) surgical operations for extra-uterine pregnancy or for other complications requiring intra-abdominal surgery after termination of pregnancy
  - b) Pernicious vomiting of pregnancy (hyperemesis gravid arum); or (c) toxemia with convulsions (eclampsia of pregnancy)

12. **Unused Sick Leave Days:** All unused sick leave days in the bank at the end of one fiscal year shall be carried over to the next fiscal year.
13. **Applications:** Applications for the use of the **SLB** shall be made on the approved forms and shall be submitted to the **Sick Leave Bank Approval Committee (SLBAC)** no later than **thirty (30) days** prior to the first date bank usage is requested.

## **SAAAAC SICK LEAVE BANK PROCEDURES**

These procedures are ones followed by the **SLBC** in their administration of the **SLB**. They are provided in consistency of operation.

1. **Contributions:** All contributions to the bank must be made on the approved form by the individual member and shall be continued from year to year until cancelled in writing by the unit member. Any member submitting a request to draw from the bank must have made his/her proper contribution for the fiscal year prior to the year in which the request is being made.
2. **Request:** All requests to draw from the bank must be made on the approved form and submitted to the **SLBC** no later than **thirty (30) days** prior to the first date bank usage is requested. (Exceptions may be considered by the bank). All requests must be accompanied by a Physician's Statement with the **physician's signature and stamp**. All applications will be handled in a confidential manner by the **SLBC**. The request must have the cause of illness or confinement on an **AACPS/SAAAAC SLB** application.
3. **Approval/Denial:** The **SLBC** will review and recommend to the Director of Human Resources approval of requests to draw from the bank within **fifteen (15) duty days** after such request is received by the **SLBC**. Approval/denial must have the support of **2 members of the SLBC**. Denials may be appealed in writing to the **SAAAAC Board of Directors** within **fifteen (15) calendar days** of receipt of notice of denial.
4. **Extensions:** An extension may be granted but only for **catastrophic illnesses**. A denial of an extension may be appealed in accordance with **# 3 above**. Extensions shall be submitted **five (5) workdays** before the end of the previous grant on the same form, accompanied by a **new signed and stamped Physicians statement**. Please remember that the **Sick Bank** is only there to **help supplement** your pay it is not a **short term disability bank**.
5. **Medical Review:** At any time an applicant may be required to have a medical review by a physician approved by the **SLBC**, at the applicant's expense. The physician's report is to be sent directly to the **SLBC** before the **SLBC** may act upon the application for the use or the extended use of the bank. Such medical review may be eliminated by the **SLBC** if the applicant has been confined to a hospital or other medical facility.
6. **Incapacitation:** In case a member of the bank has been incapacitated an application may be submitted by an agent, the building principal/supervisor, or a member of the family on their behalf.

7. **Grant Units:** Leave grants from the bank shall be in units of up to but on more than **twenty (20) consecutive duty days** for each initial or subsequent application.
8. **Forms:** Unit IV **Sick Leave Bank members** may request appropriate forms from the **SAAAAC** worksite representative or the Sick Leave Bank Committee members.
9. **Notification:** **Sick Leave Bank members** will be notified of action taken by the **SLBC** on their request to draw from the bank within **fifteen (15) calendar days** upon receipt of application.
10. **Records:** The **SLBC** shall maintain records of all applications, records of all Unit IV member contributions, withdrawals and the status of the bank for up to five (5) years.
11. **Information:** The **Anne Arundel County Public Schools Compensation Department and Data Processing Department** shall provide information to the **SLBC** upon its request any data it has maintained in its file with regard to an individual **Unit IV member's** use of, or investment in the bank.
12. **Responsibility:** The **SLBC** shall be responsible to the **Anne Arundel County Public Schools and SAAAAC** for the proper administration of the bank, and the submission of regular reports on the status of the bank.
13. **Unused Days:** If a member of the bank does not use all of the days granted, the unused days will be returned to the bank.
14. **Review of Rules:** These rules and procedures are to be reviewed annually by representatives of **SAAAAC and The Anne Arundel County Public School System** for revision.