

ACE, APA, and EXEMPT SICK LEAVE BANK
Rules and Regulations

A. RIGHT TO SICK LEAVE BANK WITHDRAWALS:

1. For the purposes of implementing this policy, “unusual circumstances” shall be defined as any use of sick leave as defined in the appropriate “Sick Leave” provision of each negotiated agreement, if any, which results in a prolonged absence of at least **five (5)** consecutive working days. Intermittent absences for therapy or treatment related to a previous illness which met the five day requirement will be considered on an individual basis provided that the request is supported by a physician’s (M.D., D.O., or D.P.M.) statement. A licensed nurse practitioner statement will be accepted only in the case of a request for sick leave, but will not be accepted for a request for catastrophic leave withdrawal.
2. All requests for sick leave drawn from the Bank must be made on a **Sick Leave Bank Application** (Personnel Form #1385). The form may be obtained from the Personnel Department in the Administration Building. PART (A) is to be completed by the applicant and PART (B) must be completed by a physician (M.D., D.O., or D.P.M.), or licensed nurse practitioner in the case of a request for sick leave.
3. All employees who are exempt or represented by ACE or APA who have contributed at least one-half (1/2) day of sick leave to the Bank each fiscal year, or as required by their negotiated agreement, are members of the Bank and eligible for participation. In any event, no continuing member of the Sick Leave Bank shall be denied access to the Sick Leave Bank at the beginning of the new fiscal year.
4. Unused sick leave donated to the Bank in any fiscal year shall be cumulative from year to year.
5. The one-half (1/2) day contribution to the Bank will occur automatically through payroll deduction during the first thirty (30) calendar days of employment in each fiscal year. Anyone electing not to join the Sick Leave Bank must complete a **Membership Refusal Form** (Personnel Form #507) within fifteen (15) calendar days after their initial reporting date. Once a Membership Refusal Form has been submitted, the employee may not rejoin the Bank without the express written approval of the Sick Leave Bank Committee. Should the Committee approve a request to rejoin the Bank, membership will not take effect until the next fiscal year following the date of approval.
6. In the event the Sick Leave Bank balance exceeds 1,000 days at the beginning of any fiscal year, the one-half (1/2) day contribution to the bank in A5 above will be deferred, except for new employees, for that fiscal year or until such time during the year that the balance on hand in the bank falls to 200 days.
7. Sick leave days from the Bank may only be drawn by members for District approved sick leave when all accumulated leave, including personal leave, as of the end of the previous fiscal year has been exhausted.
8. Conditions/complications related to childbirth shall be considered the same as any other medical condition. A combination of accrued sick leave and sick leave bank award shall be limited to up to thirty (30) workdays for normal childbirth and up to forty (40) workdays for cesarean or other complications, subject to eligibility. At the discretion of

the Sick Leave Bank Committee, these limits may be extended for serious complications supported by a physician's statement.

9. Sick Leave Bank members must apply for a Bank grant within thirty (30) working days after returning to work or prior to termination of employment, whichever is sooner.
10. Sick leave days will NOT be granted from the Bank if Worker's Compensation benefits are being received by the member for the same condition. If Worker's Compensation benefits have been requested for the condition but not yet approved, the employee's Sick Leave Bank application will be accepted but not acted upon pending resolution of the status of the worker's compensation claim.
11. Any member who applies to the Sick Leave Bank will be eligible to receive from the Bank up to a maximum of twice the number of accumulated sick leave days as of the end of the previous fiscal year, or twenty-four (24) days – whichever is **greater**, for the current fiscal year. (The Committee has the discretion to award less.)

EXAMPLE #1: Accumulated sick leave days = 20
Multiply by 2 $\underline{\times 2}$
Available from Bank for the year = 40 days

EXAMPLE #2: Accumulated sick leave days = 9
Multiply by 2 $\underline{\times 2}$
18
Available from Bank for the year = 24 days

Leave days granted by the Sick Leave Bank Committee are contingent on there being a sufficient number of days in the Bank to cover the grant.

B. SICK LEAVE BANK WITHDRAWALS FOR CATASTROPHIC ILLNESS:

1. A Bank member with a potentially life threatening or career ending illness or injury may be eligible for additional catastrophic Sick Leave Bank withdrawals. To qualify, the member must have exhausted the maximum number of days provided for under Section A above, and be faced with extreme hardship because of continuing disability resulting from the same illness or injury.
2. After the maximum number of sick leave days awarded under Section A have been exhausted, a new application for Catastrophic Sick Leave must be made on a **Catastrophic Sick Leave Bank Extension Application** (Personnel Form #104), available from the ASD Payroll Department in the Administration Building. PART A must be completed by the applicant, or the applicant's representative, and PART B must be completed by the applicant's attending physician giving sufficient detail to allow the Sick Leave Bank Committee to properly assess the severity of the illness. The Committee may require the applicant to provide a second opinion from a different physician at the member's expense if deemed necessary.
3. Once the application for Catastrophic Leave withdrawal has been approved by the Committee, the number of catastrophic leave days granted for that illness will be limited to a maximum of 100 days.
4. An applicant may apply to the Sick Leave Bank and Catastrophic Sick Leave Bank for only two years in any four consecutive year period for the same illness.

C. SICK LEAVE BANK COMMITTEE PROCEDURES:

1. A Sick Leave Bank Committee has been established to review applications and approve or deny requests for withdrawals from the Bank. The Committee consists of two (2) members representing and appointed by ACE, one (1) APA representative, and one (1) exempt employee representative appointed by the Superintendent.
2. The Committee shall select a chairman to convene and conduct meetings, and to handle committee procedures.
3. The Committee shall hold such meetings during each fiscal year as necessary to respond to requests for Sick Leave Bank withdrawal. Three (3) Committee members shall constitute a quorum for action on Sick Leave Bank applications. Each application will be discussed so that all pertinent information may be considered prior to the Committee's decision.
4. A majority vote of the Committee members present is required to deny requests for withdrawal from the Sick Leave Bank.
5. In evaluating a particular request for Sick Leave Bank withdrawal, the Committee may consult with appropriate specialists.
6. The Committee shall exercise reasonable discretion in granting or denying requests for Sick Leave Bank withdrawals, and shall give due consideration to, but not be bound by, the verification required under Section A2.
7. A decision made by the Committee may be appealed by the applicant. The Committee shall reserve the right to review and reconsider the decision upon receipt of additional medical information.
8. The Committee shall review the Sick Leave Bank balance of days quarterly. Should this balance appear to be in danger of being exhausted before the next scheduled contribution date, a special assessment of one-half (1/2) day of sick leave shall be deducted from each Bank member's next paycheck.
9. These guidelines have been agreed to by the Anchorage School District and the representatives of the following employee groups:
 - Anchorage Council of Education (ACE)
 - Anchorage Principal's Association (APA)
 - Anchorage School District Exempt Employees

Attachments: Section 602 Sick Leave Bank of the ACE Collective Bargaining Agreement
Section 502 Sick Leave Bank of the Anchorage Principals Association Agreement