

**ANCHORAGE SCHOOL DISTRICT  
PUBLIC EMPLOYEES LOCAL 71**

**SICK LEAVE BANK RULES AND REGULATIONS**

**A. RIGHT TO SICK LEAVE BANK WITHDRAWALS**

1. For the purposes of implementing this policy withdrawals of sick leave hours from the bank will be considered only for any serious physically or emotionally debilitating illness of the employee, not covered by Workers' Compensation, 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 if the request is supported by a physician's statement (M.D., D.O., or D.P.M.). A licensed nurse practitioner statement will be accepted only in the case of a request for sick leave hours, but will not be accepted for consideration for an award of hours for catastrophic leave.
2. All requests for sick leave drawn from the Bank must be made on a Sick Leave Bank Application (Personnel Form #1385). The form is available to download and print from the ASD Forms and Publications Library, and may also be obtained from the Leave Specialist located within the EEO/Compliance office at the ASD Education Center. Part (A) is to be completed by the applicant and Part (B) must be completed by a physician (M.D., D.O., D.P.M., or licensed nurse practitioner in the case of a request for sick leave hours) and include verification of serious illness, indicating the nature of the illness and the date which the illness was first known, and also the date the employee may return to work.
3. Any member who is off work due to a job related injury is not eligible to apply for leave from the Sick Leave Bank. If a member is awarded leave from the Bank and has applied, or subsequently applies for, and receives Workers' Compensation benefits for the same injury or illness, the member will be required to repay the Bank for the time awarded by having 90% of their future annual leave accruals credited to the Bank until the award has been repaid.
4. All permanent custodial employees, as negotiated, who have contributed four (4.00) hours of leave each school year to the Sick Leave Bank are eligible for participation.
5. Unused leave donated to the Sick Leave Bank in any school year shall remain with the Bank and be cumulative from year to year.

6. Leave shall be contributed to the Bank, automatically through payroll deduction, between September 15 and November 30 each year, or during the first sixty (60) calendar days of employment each school year. If the balance in the Sick Leave Bank exceeds 2,000 hours as of July 1 in any year, the four hour contribution to the Bank will be deferred, except for new employees, for the school year. Should the Sick Leave Bank drop to less than 2,000 hours, the four hour contribution will be reinstated. Anyone electing *not to join* the Sick Leave Bank will inform the Human Resources Department in writing within fifteen (15) days after reporting date. Employees electing *to join or withdraw* from the Bank will inform Human Resources in writing during the annual open enrollment period of September 1 through 15.
7. Sick leave hours can only be drawn from the Bank when the member has exhausted all other available leave. Leave which has been cashed out will be deducted from any Sick Leave Bank hours awarded in the same calendar quarter in which leave was cashed.
8. Sick leave hours can only be drawn from the Bank during the time a member is on approved leave-without-pay.
9. Members who apply to the Local 71 Sick Leave Bank will be eligible to withdraw the following number of hours in a 12-month period according to their years of continuous permanent service with the District:

New hires.....	80 hours
After three (3) full years of continuous service...	160 hours
After six (6) full years of continuous service.....	240 hours

In calculating time for Sick Leave Bank awards, "V" days, which are not scheduled working days will not be considered. The member will not accrue annual leave while drawing time from the Bank. Application to the Sick Leave Bank should be made on Sick Leave Bank Application, Personnel Form #1385, and the completed packet including the physician's statement and Request for Family Medical Leave (HR #105) forwarded to the Leave Specialist.

**B. SICK LEAVE BANK REQUESTS FOR CATASTROPHIC ILLNESS**

1. An employee with a potentially life threatening or career ending illness or injury may apply for consideration for additional hours from the Sick Leave Bank 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 must be completed (Personnel Form #1385) indicating it is for Catastrophic Sick Leave. Part (A) must be completed by the applicant, and Part (B) must include an updated physician's statement with sufficient detail to allow the Sick Leave Bank Committee members to properly assess the severity of the illness.
3. Withdrawal of hours from the Sick Leave Bank for Catastrophic Leave may be granted up to a maximum of eighty (80) hours in a 12-month period, regardless of length of service with the District.
4. A member may apply to the Sick Leave Bank for consideration for sick leave hours and/or catastrophic leave hours for only two years in any four consecutive year period for the same illness.

**C. SICK LEAVE BANK COMMITTEE PROCEDURES**

1. The Sick Leave Bank will be administered by a committee consisting of three members and chaired by the Local 71 Business Representative. District employees from Payroll and the Leave Specialist shall provide information and assistance to the committee on an as-needed basis.
2. The Executive Secretary, Human Resources will facilitate requests for sick leave with the committee members, and will complete notification paperwork to the applicant and to the Payroll Department.
3. The Committee shall hold such meetings as are deemed necessary to respond to requests for Sick Leave Bank withdrawals.
4. In evaluating a particular request for Sick Leave Bank withdrawal, the committee may consult with an appropriate specialist.
5. The Committee shall exercise reasonable discretion in granting or denying applications for sick leave bank withdrawals. The decision of the Committee shall be final and shall not be subject to grievance or appeal by the applicant. The Committee shall reserve the right to reconsider their decision for just cause.
6. All of the above guidelines are subject to review and modification as deemed necessary by a majority of the committee. Revisions to the Sick Leave Bank Rules and Regulations will be by mutual agreement of the Committee and the District.