

**TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT  
PERSONNEL, APEA/AFT (AFL-CIO)**

**SICK LEAVE BANK PROCEDURES**

**I. PURPOSE**

The purpose of the TOTEM Association Sick Leave Bank Procedures is to provide a format for which paid leave may be provided to employees who have unusual circumstances regarding personal health problems requiring leave for an extended period of time and who have used all their leave.

**II. DEFINITIONS**

“Unusual Circumstances” shall be defined as any serious physical or emotional debilitating illness, which results in prolonged absence for therapy or treatment.

1. Intermittent absences for therapy or treatment related to a previous illness that have met the initial five (5) day absence requirement will be considered on an individual basis, provided the request is supported by a physician’s/psychiatrist’s statement.
2. Pregnancy is not considered an “unusual circumstance” but will be considered under the Procedures established.

**III. ELIGIBILITY REQUIREMENTS**

All of the following requirements must be met in order to be eligible for a Sick Leave Bank award.

- A. The employee shall be a member of and shall contribute annually to the Sick Leave Bank.
- B. The employee must be on active pay status with the District.
- C. Only the employee’s own illness qualifies for eligibility.
- D. The employee must have been absent for a minimum of three (3) consecutive days.
- E. The employee must exhaust all their available annual leave, compensatory time and flex time prior to any awarded Sick Leave Bank hours being drawn.
- F. The employee must not have used the maximum allowable Sick Leave Bank hours during the past calendar year.

**IV. ELIGIBILITY ALLOCATIONS**

Employee eligibility is based on length of employment and number of hours worked per day.

- A. Probationary: Ineligible until probation period (75 workdays) has been completed.
- B. 76 workdays – One (1) Year – Equal to the number of hours in the employee’s standard work day times five (5), not to exceed 40 hours in one calendar year.
- C. One (1) – Three (3) Years: Equal to the number of hours in the employee’s standard work day

times fifteen (15), not to exceed 120 hours in one calendar year.

- D. Three (3) – Five (5) Years: Equal to the number of hours in the employee’s standard work day times twenty-five (25), not to exceed 200 hours in one calendar year.
- E. Five (5) Years or More: Equal to the number of hours in the employee’s standard work day times thirty (30), not to exceed 240 hours in one calendar year.

## **V. PARTICIPATION**

- A. An employee accruing leave shall contribute three (3) hours annually to the Sick Leave Bank. The contribution to the Bank will occur automatically through payroll deduction through September or October of each school year or during the first 90 calendar days of employment. If the Bank drops below 2000 hours, an additional three (3) hours of annual leave shall be contributed to the Bank.
- B. Unused hours donated to the Bank shall be cumulative from year to year.
- C. Newly hired employees electing not to join the Sick Leave Bank, will inform Human Resources Department in writing within fifteen (15) workdays after the initial hire date.. Refusal to join the Bank will bar the employee from membership in, or benefits from, the Bank for the period of employment with the District unless written notification from the employee, to Human Resources, is received during the open enrollment period, September 1-15 of each school year.
- D. Employees electing to join or withdraw from participation in the Sick Leave Bank will inform the Human Resource Department in writing during the annual open enrollment period of September 1-15 of their intent to join or withdraw.

## **VI. RESTRICTIONS**

- A. Hours can only be drawn for employee’s regularly scheduled workdays.
- B. Hours cannot be used for vacation days.
- C. Cashed out leave will be considered on an individual basis and may be deducted from any Sick Leave Bank award in the same calendar quarter in which leave was cashed.
- D. All requests for sick leave from the Sick Leave Bank are subject to approval by the TOTEM Sick Leave Bank Committee.
- E. All decisions of the Sick Leave Bank are final.

## **VII. REQUEST**

- A. The following forms must be completed and submitted to the ASD Leave Specialist:
  - 1. ASD Request for Family Medical Leave (#105)
  - 2. Physician or Practitioner Certification (#105a)  
The Physician or Practitioner Certification must include verification of a serious physical or emotional debilitating illness, a treatment plan, the period of time the employee will be unable to report for duty, and the date the employee will return

to work.

3. ASD Leave Request Form (#101)

4. ASD Leave Bank Application (#1385)

Medical authorization accepted by FML will be accepted by TOTEM

## **VIII. PROCESS**

- A. The Leave Specialist sends the application to Payroll for processing
- B. Payroll processes applications on the Wednesday between paydays.
- C. After processing is complete, Payroll sends the application to the Sick Leave Bank Committee for authorization and allocation of hours.
- D. The Committee meets and determines eligibility and allocation of hours in accordance with these procedures.
- E. The Committee sends a letter of notification to the member, Payroll, Leave Specialist and the TOTEM Office.
- F. Payment will be made depending on when notification was received, from the Committee, in the payroll cycle.