

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

A. RIGHT TO SICK LEAVE BANK WITHDRAWALS:

1.)RU WKH SXUSRHV RI LPSOHPHQWLQJ WKLV SROLF\ ³XQXV DV DQ\ XVH RI VLFN OHDYH DV GHILQWLVH WKH DSSURSULD negotiated agreement, if any, which results in a prolonged absence of 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 EDVLV SURYLGHG WKDW WKH UHTXHVW LV VXSSRUWHG E\ D 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 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 accrued at least one-half (1/2) day of sick leave to the Bank each of 1 0 0 1 162

the Sick Leave Bank Committee, these limits may be extended for serious illness conditions
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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 for P WKH % DQN LI : RUNHU¶V & RPSHQVDV
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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 withdrawals. 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 is discussed and a decision is reached.
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.