

Rules and Regulations

AEA Sick Leave Bank

CONDITIONS RELATED TO SICK LEAVE BANK WITHDRAWALS

A. MEMBERSHIP

1. All employees who are represented by the Anchorage Education Association who have contributed to the AEA Sick Leave 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.

2. 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 reporting date. Current members electing to join or withdraw from the Bank will inform Talent Management in writing during the annual open enrollment period of September 1-15. Anyone who has previously opted out of sick leave bank participation, and returns to participate in the sick leave bank, will become eligible for an award from the sick leave

leave bank; B) use of sick leave is exclusively for the member's personal illness; C) the member has experienced a prolonged absence of at least five (5) *consecutive* school days; and D) applications to the sick leave bank will be considered provided they are supported by a statement from a physician (MD, DO, D.P.M.) or licensed nurse practitioner. The physician's statement must support reasons for absence from work. Signed statements by mid-level practitioners, such as physician's assistant or midwife, will not be accepted as a physician's signature.

2. Sick leave bank members must apply for a bank award within thirty (30) working days after returning to work or prior to termination, whichever is sooner.

3. Medical procedures that are elective in nature or that can reasonably occur outside the member's normal work schedule are not eligible for sick leave bank awards. Members accessing sick leave bank withdrawals are expected to utilize the nearest medical services. The committee may require the applicant to provide a detailed medical evaluation from a second physician.

Intermittent absences for therapy or treatment related to a previous illness will be considered on an individual basis provided that the request meets the above criteria.

4. For purposes of sick leave bank eligibility, accrued sick leave shall be considered to mean sick leave accrued as of June 30.

5. Each application may or may not be approved based on a9 (s)-5 (e)-10 (r)-1 (v)-4 (i)-6 0 Tw (s)

necessary, the committee may require the applicant to provide a detailed medical evaluation from a second physician.

2. Once the application has been approved by the committee, the number of catastrophic leave days granted for that school year will be limited to a maximum of forty (40) days.

3. The 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.

bank of 0CID uTB0.75c/6Bhh

SICK LEAVE BANK COMMITTEE PROCEDURES

1. A sick leave bank committee has been esta