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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'

Unused leave donated to the Sick Leave Bank in any school year shall remain with the Bank and be cumulative from year to year.



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