

## **ARTICLE XVII -- SICK LEAVE BANK**

### **Section 1. Rules and Procedures for the DCSAA Sick Leave Bank**

DCSAA, the exclusive bargaining agent representing professional and technical employees and the School Board agree to establish a DCSAA Sick Leave Bank Committee. It shall be the responsibility of this committee to administer the DCSAA Sick Leave Bank in accordance with the procedures stipulated below:

- A. M-DCPS agrees to:
  - 1. Assist the committee in the operation of DCSAA Sick Leave Bank by providing, upon request, data from participating employees' sick leave records. This data will be used to plan the initial operation of the Bank and as a basis for Sick Leave Bank withdrawals; and
  - 2. Designate an administrator to meet periodically with the DCSAA Sick Leave Bank Committee and to act as liaison with the appropriate M-DCPS office.
- B. The DCSAA Sick Leave Bank Committee shall:
  - 1. Maintain adequate records relative to all functions of the Bank;
  - 2. Meet periodically with a designated administrator of M-DCPS to review DCSAA Sick Leave Bank records; and
  - 3. Operate the DCSAA Sick Leave Bank in accordance with the rules and procedures contained herein.

The Union shall comply with procedures for identifying and recording contributions to the Bank and for complying with any applicable governmental regulation of sick leave or sick leave banks or associated recordkeeping or School Board Rules.

### **Section 2. Purpose**

- A. To provide employees with an emergency pool of sick leave days for illness, accident, or injury of self above and beyond those available under "Sick Leave With Pay" provisions, the School Board and Union hereby establish the DCSAA Sick Leave Bank.
- B. The DCSAA Sick Leave Bank shall function under rules and procedures administered by the Union. All full-time unit members may participate in the DCSAA Sick Leave Bank.
- C. Any alleged abuse or misuse of the Sick Leave Bank shall be investigated by either or both parties. If the investigation results in findings of wrongdoing, the employee, M-DCPS, and the Union shall be notified and the employee shall repay all sick leave days drawn from the pool and shall be subject to such disciplinary action as deemed appropriate by the School Board.

### **Section 3. Membership Requirements and Contributions**

Only full-time professional and technical employees who have been employed full-time for at least one year, and who have sick leave accrual of five days or more at the time of enrollment, may enroll in the DCSAA Sick Leave Bank by contributing one or more days to the Sick Leave Bank.

Sick Leave Bank members may contribute additional days to be used by other members, as designated by the contributor.

### **Section 4. Withdrawal Procedures**

- A. Participating members who meet the following criteria may apply for withdrawal of days from the DCSAA Sick Leave Bank:
  - 1. Exhaustion of all personal sick leave days; and
  - 2. Confinement for 10 working days or more without sick leave.
- B. All applications are subject to final approval by the DCSAA Sick Leave Bank Committee. The maximum number of Sick Leave Bank days that may be approved for any participating member is 30 days per illness. Days designated for a particular member will be over and above the 30 day allocation.

### **Section 5. Maintenance of the DCSAA's Sick Leave Bank**

The DCSAA Sick Leave Bank will be activated when a minimum of 100 days has been deposited. No further contribution shall be required of participating members unless the DCSAA Sick Leave Bank is depleted to a point where 60 days remain. In such case, all members of the Sick Leave Bank shall contribute one day each time the Bank is depleted.

### **Section 6. Duration of Agreement and Termination of Participation**

- A. The DCSAA Sick Leave Bank shall be in existence for the duration of the contract and may be renewed in successor agreements. In the event a member wishes to terminate DCSAA Sick Leave Bank membership, all obligations and privileges of membership shall cease 90 days from the date of receipt of written notification by the DCSAA Sick Leave Bank Committee. The deposit of sick leave days shall remain in the DCSAA Sick Leave Bank.
- B. In the event of non-renewability of the DCSAA Sick Leave Bank in succeeding contracts, bank deposits will be returned to contributing members where appropriate. Return of days will be accomplished equally to those members who have not utilized DCSAA Sick Leave Bank withdrawals.

### **Section 7. Sick Leave Procedures**

- A. Initial Enrollment
  - 1. The enrollee will sign and forward a Sick Leave Bank Program Card to the

Union for necessary processing. This card will be the same size as the present Application for Leave Card and will contain authority for the initial deduction of one day sick leave upon enrollment in the program. Additionally, the card will authorize the Union to deduct an additional day of sick leave from the employee, if the Sick Leave Bank is depleted as specified in Section 5.

2. Upon completion of internal processing by the Union, the card and a transmittal listing will be forwarded to the Payroll Department. The Payroll Department will deduct a day of sick leave from the employee's leave balance.
3. For those employees who do not have the required leave balance for the deduction, the authorization card will be returned to the Union with the notation "NO LEAVE BALANCE". The Sick Leave Bank Committee shall notify employees with an insufficient leave balance that they were unable to enroll in the Sick Leave Bank.

C. Subsequent Deduction After Initial Enrollment

Subsequent deduction as described in Section 5 shall be accomplished by utilizing the Sick Leave Bank Program Card which will be checked in the box titled "Subsequent Deduction". This card need not be signed by the employee since the initial card authorized subsequent deductions. This card will be signed and dated by an authorized member of the DCSAA Sick Leave Bank Committee. The cards will then be forwarded to the Payroll Department.

Upon receipt of the cards and transmittal listing by the Payroll Department, the individual Payroll Data Cards will be processed per 7(A)(2) above. The DCSAA Sick Leave Bank Committee will notify affected employees when subsequent deductions are made from participants. Insufficient leave balance to permit deduction will be returned to the DCSAA Sick Leave Bank Committee per 7(A)(3) above. The Sick Leave Bank Committee shall, on an individual basis, notify employees with an insufficient leave balance that they are no longer enrolled in the Sick Leave Bank and advise them of subsequent enrollment procedures.

D. Granting of Sick Leave

When employees are granted sick leave from the DCSAA Sick Leave Bank, the DCSAA Sick Leave Bank Committee will utilize the Sick Leave Bank Program card to notify the Payroll Department. The sick leave days granted by the committee shall be posted to the Payroll Data Card and processed as per 7(A)(2) above. The committee will notify members who have been granted sick leave from the Bank.