

**A Summary of the
Revised Rules and Guidelines for the
WTU Sick Leave Bank
November 2007**

The information contained below represents a summary of the newly revised rules and guidelines for the WTU Sick Leave Bank Program, herein after referred to as the “SLB”. The SLB is designed to provide temporary assistance to members in the event of **major/unexpected** illnesses. The SLB **does not** cover maternity leave (normal delivery or cesarean section delivery).

- Leave from the SLB may not be used for disabilities which qualify the member for Workers’ Compensation or disability retirement benefits.
- Each separate application must include a statement from a physician and an approved Leave of Absence form **signed** by the principal or immediate supervisor.
- A member of the SLB will lose the right to use the benefits of the SLB by:
 - Termination of employment with DCPS or approved leave of absences for absences other than sick or medical leave
 - Abuse or misuse of the rules of the SLB as determined by the SLB Review Committee
 - Having a negative leave balance
- SLB grants shall be in units of no more than thirty (30) work days or no less than five (5) days.
- No member may be granted more than thirty (30) days from the SLB within two (2) consecutive school years as determined by the SLB Review Committee.
- A member must submit a request for an extension of leave from the SLB before the member’s current grant expires.
- Eligible employees who do not elect to join the Bank at the first opportunity afforded them will not be permitted to join the Bank until the subsequent annual open enrollment period. New members who join the SLB will not be eligible for a bank grant during the first three (3) months of membership in the Bank.
- **All requests to draw upon the Bank must be made on the appropriate form and submitted to the Review Committee at least thirty (30) calendar days prior to the first day of Bank use; however, under no conditions will applications for the Bank be accepted or approved that are more than fifteen**

(15) calendar days after the applicant has been medically cleared to return to work. Bank grants will not be processed retroactively. The deadline to receive all Sick Leave Bank applications and supporting documents is June 15th of each school year.

- The application process takes approximately ten (10) working days. Once the application has been processed, it will then be forwarded to payroll for final approval. The SLB committee is unable to guarantee payment. The dates of payment and amount are determined by DCPS payroll department.

EXCLUSIONS: The SLB does not cover maternity leave, bereavement leave, time off to attend to an ill family member, half days, illness or injury that is work related, mental health illnesses, substance abuse related illnesses or any illness or injury that qualifies the individual for disability retirement.

WTU

Sick Leave Bank Rules

And Guidelines

PURPOSE

Purpose: The Sick Leave Bank is designed to provide temporary assistance to members in the event of major/unexpected illnesses. The Sick Leave Bank is not to be considered a source of income, but a temporary source of insurance. In addition, the Sick Leave Bank does not cover maternity leave (normal delivery or cesarean section delivery).

Following are rules by which the Bank will be administered:

I – Governance

- A. The guidelines for the Bank will be established by a Joint Rules Committee for four (4) members: two (2) members appointed by the President of the Washington Teachers' Union and two (2) members appointed by the Superintendent of the District of Columbia Public Schools.
- B. A five (5) member Review Committee will administer the Sick Leave Bank. Three (3) members will be appointed by the President of the Washington Teachers' Union and two (2) members appointed by DCPS . This Committee shall have the responsibility of receiving requests, verifying the validity of

- request, recommending approval or denial of requests, and communicating decisions to members and DCPS. This Committee shall have the responsibility of receiving requests, verifying the validity of request, recommending approval or denial of requests, and communicating decisions to members and DCPS.
- C. Implementation of the bank will be contingent on sufficient enrollment as determined by the Joint Rules Committee.

II – General

- A. A grant may be used only for the contributor's own illness.
- B. Only earned sick leave or available sick leave may be contributed to the Sick Leave Bank.
- C. Sick leave contributed to the Sick Leave Bank will not affect the Incentive Award for perfect attendance.
- D. Sick leave contributed to the Sick Leave Bank will not affect eligibility in the Sick Leave Buy-Back Plan, but will affect the time available.
- E. No employee shall be required to contribute more sick leave days than other members.
- F. Leave from the Bank may not be used for disabilities which qualify the member for Workers' Compensation or disability retirement benefits.
- G. Each separate application for a grant from the Sick Leave Bank must include a typed or legibly printed statement from a physician and an approved Leave of Absence form signed by the applicant's school principal or immediate supervisor.
- H. All applicants will be required to sign a Release of Medical Information Form, authorizing the Review Committee to contact the attending physician(s). Failure to submit the required or necessary release will result in a denial of the application.
- I. A member of the Bank will lose the right to use the benefits of the Bank by:
 - (1) falsifications and/or distortions on the application.
 - (2) termination of employment with the DCPS or approved leave of absences other than sick or medical leave.
 - (3) suspension by DCPS.

- (4) written authorization by the member to discontinue annual contributions of Sick Leave day(s) as of the date the contribution becomes due.
 - (5) abuse or misuse of the rules of the Sick Leave Bank as determined by the Sick Leave Bank Review Committee.
 - (6) having a negative leave balance.
- J. Sick Leave Bank grants shall be in units of no more than thirty (30) work days or no less than five (5) days.
- K. No member may be granted more than thirty (30) days from the Sick Leave Bank within two (2) consecutive school years as determined by the Sick Leave Review Committee.
- L. A member must submit a request for an extension of leave from the Sick Leave Bank before the member's current grant expires.
- M. A member may not receive a grant from the Sick Leave Bank the subsequent school year after receipt of a full thirty (30) day grant. The review Committee has the right to waive the above in the event of a catastrophic illness. A catastrophic illness must meet any of the following conditions.
 - (1) The employee has sustained a life-threatening illness or injury.
 - (2) Such illness or injury has or will prevent the employee from returning to work for at least 30 days, and
 - (3) the employee has or will have exhausted all available paid time-off including, but not limited to sick leave, personal days, floating holidays, and vacation time.
- N. If the Sick Leave Bank is terminated due to the nonexistence of a negotiated agreement with the WTU or for any other reason, the balance remaining in the Bank shall be returned to the current members of the Sick Leave Bank on an equal basis.
- O. All sick leave application forms shall be available at the WTU office and shall be sent to any unit member upon request.
- P. The Union shall maintain records of all unit member contributions and withdrawals, the status of the Bank, and a reconciliation process shall be conducted.

- Q.** The Union shall provide a quarterly report of the status of the Bank based on a reconciled statement.
- R.** The guidelines are subject to revision in accordance with the Agreement between DCPS and the Washington Teachers' Union.

III- Enrollment

- A.** All WTU bargaining unit members who are on active duty with the DCPS are eligible to participate in the Bank. Participation is voluntary. Only contributors to the Sick Leave Bank will be permitted to use the Bank.
- B.** The contribution authorized by a teacher will continue from year to year until cancelled in writing to the Union. Leave properly authorized for contribution to the Sick Leave Bank will not be returned if the teacher elects cancellation. Cancellation may be effective between September 1 and September 30.
- C.** Eligible employees who do not elect to join the Bank at the first opportunity afforded them will not be permitted to join the Bank until the subsequent annual open enrollment period. The enrollment period will be September 1 to September 30 of each year. New members who join the Sick Leave Bank will not be eligible for a bank grant during the first three (3) months of membership in the Bank.
- D.** Contributions shall be made between September 1 and Sept 30, except for teachers who are not on active duty as of September 30. Such teachers will be permitted to enroll within thirty (30) calendar days of return to active duty status
- E.** The annual rate of contribution for the school year and each subsequent school year shall be one (1) day or eight (8) hours of sick leave. Any changes to the annual rate of contribution for future years shall be determined by the Joint Rules Committee and announced prior to September 1 of each year.

IV. – Grant Approval

- A.** Members must use all available sick and/or annual leave before qualifying for leave from the Sick Leave Bank.
- B.** Application for use of the Sick Leave Bank may be obtained from the WTU office. This is a multi-part form containing sections for completion by the applicant and physician. The required form is submitted to the Review Committee along with a copy of the applicant's most recent pay stub and an

approved Leave of Absence form signed by the applicant's school principal or immediate supervisor (where applicable). Leave of absence forms shall be made available by DCPS Human Resources or the applicant's principal.

- C.** The Sick Leave Bank Administrator will review all documents and verify membership in the Sick leave Bank. A copy of the request will be maintained at WTU and the original returned to the applicant for processing with school timekeeper, payroll, and DCPS Human Resources.
- D.** Sick Leave Bank usage will not automatically be carried over from one school year to another. All Bank grants will end as of the last duty day of the school year.
- E.** If a member does not use the days granted from the Bank for the approved purpose, the unused portion will be returned to the Bank. It is required that the member provide a written statement to the WTU office notifying them of early return to duty status within ten (10) working days of the member's return.
- F.** In the event of a denial, an applicant may appeal to the Review Committee who will forward to DCPS its decision on the request within five (5) calendar days.
- G.** All requests to draw upon the Bank must be made on the appropriate form and submitted to the Review Committee at least thirty (30) calendar days prior to the first day of Bank use; however, under no conditions will applications for the Bank be accepted or approved that are more than fifteen (15) calendar days after the applicant has been medically cleared to return to work. Bank grants will not be processed retroactively. The deadline to receive all Sick Leave Bank applications and supporting documents is June 15th of each school year.
- H.** In case a contributor's incapacity is such a nature that the member cannot personally apply for a grant, the member's personal representative may submit the application to the Approval committee.
- I.** The Approval Committee has the right to waive the above requirement in the event of extenuating circumstances.
- J.** The application process takes approximately ten (10) working days. Once the application has been processed, it will then be forwarded to payroll for final approval. The SLB committee is unable to guarantee payment. The dates of payment and amount are determined by DCPS payroll department.

At a Glance
Instructions for Using the SLB

- You must be enrolled 3 months prior to requesting use of a receiving a Bank grant from the SLB.
- If you are not sure of your membership status, please check for your name on the membership list of SLB participants on the website. (www.wtulocal6.org) under the Membership Services link, or call the WTU office.
- SLB applications can be obtained by contacting the WTU office
- When applying for the SLB complete Part I of the application. Forward the application to the physician to complete Part 2; include a self-addressed stamped envelope. Once the physician returns the application, submit the application and approved signed leave slip from your supervisor and a copy of a recent pay stub to the WTU Department of Membership and Benefits Sick Leave Bank Office for processing.
- Please mail or deliver the completed application and required documents to the union office. **FAXED COPIES WILL NOT BE ACCEPTED.**

Important Numbers

WTU – Sick Leave Bank

Tameka Brown: (202) 293-8616
Tonia Pollard: (202) 293-8617

OCFO-DCPS – Payroll

Main Office (202) 442-5330

DCPS-Human Resources

Main Office (202) 442-4080