

## APTA Sick Leave Bank Guidelines

*Please refer to the WCSO/APTA Negotiated Agreement 2013-2015, Article 12.5, for additional information.*

The Association of Professional and Technical Administrators (APTA) and the Washoe County Principals' Association (WESP) have agreed to share, administer and have equal access to the employees; Sick Leave Bank. (Appendix F – MOU)

The Sick Leave Bank is to assist employees who have profound long-term illness or disabilities and who have exhausted all their leave accumulations; sick leave, vacation leave, administrative leave, and personal business leave.

### ELIGIBILITY

1. ALL EMPLOYEES in the bargaining unit regardless of membership in APTA are eligible to participate.
2. Membership in the Sick Leave Bank is for any employee covered by the APTA contract who applies and meets the eligibility requirements:
  - a. Have contributed sick leave day(s) to the bank.
  - b. **Be a Sick Leave Bank member for at least thirty (30) days prior to use of the Sick Leave Bank.**
  - c. **Participants who have previously been disciplined for their abuse of their sick leave will not be eligible to access the Bank.**

### ENROLLMENT, WITHDRAWAL and SPECIAL ASSESSMENT

1. At the beginning of each school year there will be a five-week open enrollment period; September 1<sup>st</sup> to October 5<sup>th</sup>.
2. Employees must complete and return a Sick Leave Bank Enrollment Form to the Association during the open enrollment period.
3. The Association forwards the enrollment information to the Human Resources Department to process the voluntary sick leave day deduction; which usually is deducted from the employees January paycheck.
4. Once an employee has voluntarily donated one (1) sick leave day for the establishment and operation of the bank, membership shall be continuous until the employee withdraws from the sick; changing positions that are covered under a different bargaining unit, leaves District employment or notify the Association in writing of their intent to withdrawal. Voluntary withdrawal from the Bank must occur during the enrollment period and will not result in re-instatement of the time contributed to the bank.
5. If the total number of days in the Sick Leave Bank is less than 100, the Association will inform the Sick Leave Bank members that a special assessment of one (1) sick leave day per member will be deducted during the month of July.
6. Any employee who retires from the District may elect to donate one (1) additional day at the time of their retirement.
7. Days donated to the Sick Leave Bank are non-refundable.

### REQUESTING SICK BANK USAGE

1. For the purpose of this procedure, "profound long term illness or disability" shall refer to illnesses that are catastrophic or chronic in nature.
  - a. Chronic illnesses shall include persistent and lasting conditions that persist for a

long time, usually more than three months, including problems which cannot be solved in a short time, or which will recur regardless of action.

- b. Catastrophic illnesses shall include only those illnesses or injuries which are calamitous in nature, constituting a great misfortune. Examples of catastrophic diagnosis include, but are not limited to, the following:
  - Accident resulting in multiple fractures or amputation of a limb
  - AIDS
  - ALS (amyotrophic lateral sclerosis)
  - Cancer
  - Cerebral palsy, muscular dystrophy
  - Condition causing paralysis
  - Hemophilia
  - Mental illness (requiring hospitalization)
  - Rare Disease
  - Severe burn involving over 20% of the body
  - Severe head injury requiring hospitalization
  - Spinal cord injury
  - Stroke or cerebrovascular accident
  - Elective surgeries are not considered severe conditions except when life threatening complications arise from them
2. **Must be a Sick Leave Bank member for at least thirty (30) days prior to use of the Sick Leave Bank.**
3. Employees who wish to apply for assistance from the Sick Leave Bank must complete and submit a Sick Leave Request for Usage form to the Association. Sick Leave Request for Usage forms are available upon request from any APTA Board Member or the APTA website [www.wcsdapta.org](http://www.wcsdapta.org). The application must include a doctor's diagnosis/prognosis and explanation of inability to work, submitted from the treating physician on a monthly basis. The Committee shall forward its recommendation to APTA' Board for a final decision. The Association will notify Human Resources of their decision. The decision of the APTA Board is final and only subject to review through the internal structure of the Association.
  - a. The APTA Sick Leave Bank Committee shall review the employee's application, physician's certification and sick leave account and usage. A participant's prior sick leave usage in may be used in determining eligibility.
  - b. Workers compensation benefits will be reviewed if applying for Sick Leave Bank days.
4. Decisions regarding eligibility will be made on a case-by-case basis.
5. Employees drawing Sick Leave Bank benefits are not eligible for sick leave accrual.
6. The maximum accumulated number of days which any one person can be granted from the bank during his/her period of employment with the District is seventy-five (75) days per year.
7. Lifetime usage of the Sick Leave Bank is limited to 190 days maximum per person.
8. The maximum number of days which can be used collectively from the Sick Leave Bank in any given year will be 225.

Responsibility for determining who shall receive days from the Sick Leave Bank rests exclusively with the Association.