

**HOWARD COUNTY ADMINISTRATORS ASSOCIATION
SICK LEAVE BANK REGULATION**

I. Statement of Intent

The purpose of the Howard County Administrators Association (HCAA) Sick Leave Bank is to provide paid leave to HCAA Sick Leave Bank members in cases of incapacitating, catastrophic personal illness or injury after the member's accumulated sick leave, all but two (2) personal leave days, and fifteen annual leave days have been exhausted. The HCAA Sick Leave Bank may be used to cover regularly schedule work days for a period of incapacitating, catastrophic personal illness or injury which is not likely to permanently disable the employee. The HCAA Sick Leave Bank may not be used to assist a family member who is ill. Although the bank may not be used for child birth, it can be used for up to two-weeks for a cesarean delivery.

II. Membership Eligibility

All eligible staff members in the HCAA negotiating unit on active duty may contribute and be members of the HCAA Sick Leave Bank.

III. Procedures for Joining and Canceling Membership in the HCAA Sick Leave Bank

New employees may join the HCAA Sick Leave Bank within the first thirty (30) calendar days after employment with HCPSS. Employees being transferred/promoted into an HCAA position from another bargaining unit within HCPSS may join the HCAA Sick Leave Bank within thirty (30) calendar days of the transfer/promotion. Any former HCAA Sick Leave Bank member returning from extended leave will be permitted to rejoin the HCAA Sick Leave Bank upon contributing the current years' assessment within thirty (30) calendar days after returning from extended leave.

New employees, transferred/promoted employees, and former HCAA Sick Leave Bank members returning from extended leave who miss the thirty (30) calendar day deadline must wait until the next open enrollment period to join the HCAA Sick Leave Bank.

The open enrollment period for current active-duty employees (who are not current HCAA Sick Leave Bank members) to join the Sick Leave Bank shall be July 1 through October 1 each year.

Employees who join the HCAA Sick Leave Bank must contribute the current annual contribution rate to the HCAA Sick Leave Bank for the first year. After the first year contribution requirement has been met, a member may cancel their membership in writing at any time. Any employee who cancels their membership in writing shall not be eligible to use the HCAA Sick Leave bank as of the effective cancellation date and shall not be eligible to rejoin the HCAA Sick Leave Bank until the next open enrollment period. Sick leave properly authorized for contribution to the HCAA Sick Leave Bank will not be returned if a member effects cancellation.

IV. Contribution Rate

The contribution rate for each year shall be established by the HCAA Sick Leave Bank Committee, and will be communicated to all HCAA Sick Leave Bank members.

V. Procedures to Draw Upon the HCAA Sick Leave Bank

- The employee must be a member of the HCAA Sick Leave Bank for at least six (6) months before he/she can draw from the Sick Leave Bank. This provision may be waived for employees being transferred/promoted into an HCAA position from another bargaining unit. All requests to draw upon the HCAA Sick Leave Bank must be made on the HCAA Sick Leave Bank Request Form (available through the HCAA).
- The member must also submit to the HCAA Sick Leave Bank Committee a Confidential Medical Doctor's Comprehensive Statement, which should include a signed statement by a licensed medical doctor, confirming the incapacitating and catastrophic personal illness or injury.
- The completed HCAA Sick Leave Request Form and the HCAA Sick Leave Bank Confidential Medical Doctor's Comprehensive Statement must be submitted to the HCAA Sick Leave Bank Committee at least thirty (30) calendar days prior to the first date HCAA Sick Leave Bank usage is requested. Exception may be approved by the Committee for hardship reasons such as emergency surgery and other extenuating circumstances.
- A member's sick leave, all but two (2) personal leave days, and fifteen (15) annual days must have been previously exhausted before the HCAA Sick Leave Bank may be utilized.
- If a member is incapacitated, the application for his/her sick leave may be submitted to the HCAA Sick Leave Bank Committee by his/her agent or family member.

VI. Approval or Disapproval Procedures

The HCAA Sick Leave Bank Committee, composed of at least three (3) HCAA Executive Board members, will review all requests to draw upon the HCAA Sick Leave Bank within fifteen (15) calendar days after receiving the completed HCAA Sick Leave Request Form and HCAA Sick Leave Bank Confidential Medical Doctor's Statement.

The HCAA Sick Leave Bank Committee may perform any of the following actions:

- Approve the application for use of the HCAA Sick Leave Bank.
- Request that the licensed doctor submit a detailed report to be sent directly to the HCAA Sick Leave Bank Committee and be paid for by the member if more than twenty (20) duty days are requested for the same illness or injury; and/or
- Request an interview for clarification with the licensed medical doctor; and/or
- Disapprove the application for use of the HCAA Sick Leave Bank.

All approved HCAA Sick Leave Bank applications will be in units of no more than twenty (20) consecutive duty days, up to a maximum of 60 duty days per fiscal year.

The HCAA Sick Leave Committee will communicate its approval or disapproval decision to the applicant and the Payroll Department within five (5) calendar days of the Committee's decision. The disapproval decision may be appealed within fifteen (15) calendar days after notification of the HCAA Sick Leave Bank Committee's decisions. Appeals shall be directed to the President of HCAA. All appeals will be heard by the HCCA Board whose decision is final and cannot be appealed.

VII. Administration of the HCAA Sick Leave Bank Records and Regulations

The HCAA Sick Leave Bank Committee shall maintain the records of contributions and applications for membership and use of the HCAA Sick Leave Bank. This information will be annually shared with a representative of the school system as determined by the HCAA negotiated agreement.

The HCAA Sick Leave Bank Committee will review these regulations annually and revise them as deemed necessary.

By joining the Sick Leave Bank, each member agrees to the Sick Leave Bank Regulations.

Original: October 2014
Revised: July 2020