

**HOWARD COUNTY ASSOCIATION OF SUPERVISORS AND ADMINISTRATORS
SICK LEAVE BANK REGULATION**

I. Statement of Intent

The purpose of the Howard County Association of Supervisors and Administrators (HCASA) Sick Leave Bank for the certificated and non-certificated unit is to provide paid leave to HCASA Sick Leave Bank members for periods of personal illness, injury, or quarantine which are not only prolonged by are also catastrophic and incapacitating and which are not likely to permanently disable the administrator. Administrators must use all accumulated sick leave, if available 15 days of annual leave and all but two (2) personal days before receiving leave from the bank. The HCASA Sick Leave Bank must be used to cover regularly schedule workdays for a period of incapacitating, catastrophic personal illness or injury which is not likely to permanently disable the employee. The HCASA Sick Leave Bank may not be used to assist a family member who is ill. Although the bank may not be used for childbirth, it can be used for up to two-weeks for a cesarean delivery.

II. Membership Eligibility

All active and eligible staff members covered under the HCASA negotiating unit, may contribute and be members of the HCASA Sick Leave Bank.

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

New employees may join the HCASA Sick Leave Bank within 90 calendar days employment with HCPSS. Employees being transferred/promoted into an HCASA position from another bargaining unit within HCPSS may join the HCASA Sick Leave Bank within thirty (30) calendar days of the transfer/promotion. Any former HCASA Sick Leave Bank member returning from extended leave will be permitted to rejoin the HCASA Sick Leave Bank upon contributing the current year's assessment within thirty (30) calendar days after returning from extended leave.

New employees, transferred/promoted employees, and former HCASA Sick Leave Bank members returning from extended leave who miss the first-year deadline must wait until the next open enrollment period to join the HCASA Sick Leave Bank.

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

Employees who join the HCASA Sick Leave Bank must contribute the current annual contribution rate to the HCASA 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 HCASA Sick Leave bank as of the effective cancellation date and shall not be eligible to rejoin the HCASA Sick Leave Bank until the next open enrollment period. Sick leave properly authorized for contribution to the HCASA 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 HCASA Sick Leave Bank Committee and will be communicated to all HCASA Sick Leave Bank members.

V. Procedures to Draw Upon the HCASA Sick Leave Bank

- The employee must be a member of the HCASA 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 HCASA position from another bargaining unit. All requests to draw upon the HCASA Sick Leave Bank must be made on the HCASA Sick Leave Bank Request Form (available through the HCASA).
- The member must also submit to the HCASA 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 HCASA Sick Leave Request Form and the HCASA Sick Leave Bank Confidential Medical Doctor's Comprehensive Statement must be submitted to the HCASA Sick Leave Bank Committee at least thirty (30) calendar days prior to the first date HCASA Sick Leave Bank usage is requested. Exceptions may be approved by the Committee for hardship reasons such as emergency surgery and other extenuating circumstances.
- Administrators must use all accumulated sick leave; if available 15 days of annual leave and all but two (2) personal days before receiving leave from the bank. Administrators requesting more the five (5) consecutive days from the sick leave bank must have applied for and been granted a leave of absence by the Office of Human Resources before receiving leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.
- If a member is incapacitated, the application for his/her sick leave may be submitted to the HCASA Sick Leave Bank Committee by his/her agent or family member. When feasible, the administrator should submit an authorization of release to the Office of Human Resources so HCASA and HCPSS can engage with the administrator's agent or family member.

VI. Approval or Disapproval Procedures

A four-member approval committee, comprised of three members appointed by the President of the Association, and one Superintendent appointed-representative, shall have the responsibility of receiving requests, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the member and the Superintendent/designee. The Committee shall develop its rules of procedure, and submit

them to the Superintendent for approval. Approved procedures shall be distributed and posted on the HCPSS website to all enrolled employees annually, not later than October 1.

If an administrator does not use all the days granted from the bank, the unused sick leave days will be returned to the bank.

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

- Approve the application for use of the HCASA Sick Leave Bank.
- Request that the licensed doctor submit a detailed report to be sent directly to the HCASA 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 HCASA Sick Leave Bank.

All approved HCASA 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 HCASA Sick Leave Bank Committee's decisions. Appeals shall be directed to the President of HCASA.

If an application is denied, the Committee's decision may be appealed to the balanced joint committee of HCASA and HCPSS by submitting a letter to the HCASA President within fifteen (15) calendar days after notification. The decision by the joint committee shall be final and binding.

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

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

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

Nothing in the above regulations supersedes any contractual language of the master agreement between HCPSS and HCASA.

By joining the Sick Leave Bank, each member agrees to the Sick Leave Bank Regulation

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Revised: July 2020

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