Memo

To:        WLEA Sick Bank Member

From:      Michael Lonze
Assistant Superintendent
Human Resources

Re:        WLEA Sick Bank Information

It has come to our attention that you may be interested in accessing the WLEA Sick Bank. Attached is important information regarding the WLEA Sick Bank:

1. Operational Procedures
2. Statement of Intentions
3. Physician’s Statement
4. Article XIII, Sections H through K, WLEA Contract

To apply for sick bank usage, please submit the attached statement of intentions and physician's statement, to Donna McVay in the Human Resources department. Your request will be sent to the committee for determination.

If you have any questions after reading the attachments, please call Donna McVay at (248) 956-2046.

/dm

Informational Pkt
The purpose of the Sick Leave Bank is to provide for the possibility of extended protection for individuals who are members of the Sick Leave Bank, have exhausted all personal time available, and are unable to perform their professional responsibilities because of personal illness or disability.

1. An employee requesting use of the Sick Leave Bank must be an active member of the Bank, provide a written request for use of the Bank, and provide a physician's statement regarding the nature and projected length of illness or disability.

2. Sick Leave Bank utilization shall be only for that contract year in which approval was granted.

3. All carry-over cases must be reviewed at the beginning of each contract year. Continued utilization must be consistent with number four (4) below.

4. The MAXIMUM Sick Leave Bank usage will be 161 days for any individual in a three-year period. The three-year period begins on the first date the Sick Leave Bank is used.

5. Every Sick Leave Bank case must be reviewed every sixty (60) calendar days. THE EMPLOYEE HAS THE RESPONSIBILITY OF PROVIDING A PHYSICIAN'S STATEMENT INDICATING HE/SHE IS UNABLE TO WORK. A medical questionnaire must be completed by the physician and returned to the committee. As a general rule retroactive requests are not accepted.

6. Sick Leave Bank benefits cannot be used to cover vacation and holidays which occur or accrue during the contract year.

7. Days from the Sick Leave Bank will not be granted when a member becomes eligible for the Long Term Disability Insurance provided by the Board.

8. In the event of any questionable requests or excessive absenteeism, the Sick Leave Bank Committee may require a second or third opinion from a qualified physician.
Walled Lake Consolidated Schools
Pregnancy Disability Leave/Family Medical Leave Act (FMLA) Statement of Intentions

Print Name: ___________________________ Building: ___________________________

Position: ___________________________ Due Date: ___________ C-Section Date (if applicable): ___________

FMLA

if qualified, up to sixty (60) teacher work days for combined pregnancy (medical) disability and child care leave; runs concurrently with the leaves indicated below

Pregnancy Medical Leave
(Designated by a physician)

Personal sick leave day use-
pays you while you are on disability

WLEA Sick Leave Bank – is available to qualified members so they may be paid during the disability period once personal sick leave is exhausted

Child Care Leave
(Optional leave for up to the balance of unused FMLA days)

May be paid or unpaid, depending upon whether you have days in your personal bank to use.

DATES ARE APPROXIMATE, AND CIRCUMSTANCES, AS WELL AS INTENTIONS, MAY CHANGE

Pregnancy (Disability) Leave Please initial each applicable line below.

_____ Attached is my doctor’s note indicating my medical disability and need to take leave.

_____ I plan to return to work on approximately this date (please enter approximate date):

6 Weeks (vaginal delivery) _________ 8 Weeks (c-section delivery) _________ 60 Work Days (total Max. FMLA) _________

REQUEST USE OF THE WLEA SICK LEAVE BANK Please initial each applicable line below.

_____ I request to utilize the sick bank because I do not have enough personal sick days to cover the entire disability period and would like to be paid during my leave.

_____ I understand that pursuant to the WLEA contract, Article XII, H, if I do not have enough personal sick days to cover the 18-day waiting period to access the sick bank, I will be docked at my per diem rate. This may result in either a reduced paycheck(s), no paycheck(s), or a possible contract recalculation, depending on the number of days that are to be docked per pay period.

_____ I understand it is my responsibility to determine my personal sick hour balance and that it can be found on my check stub on Employee Online.

_____ I understand it is my responsibility to contact the Payroll department if I have questions regarding my sick day balance and/or how the 18-day waiting period will affect my future pay.

Patti Harthun (956-2041) or Kelly Costello (956-2036)

_____ I have more than 18 personal sick leave days and would like to set aside _____ (up to five) days.

COMPLETE ONLY IF REQUESTING CHILD CARE LEAVE Please initial each applicable line below

_____ I understand for the 2019-20 school year, I must return to work by Friday, May 22, or be required to continue on leave through the end of the school year. This applies to optional child care leaves, only, and not disability leaves.

_____ I plan to take a child care leave immediately after my pregnancy disability period AND PLAN TO return to work approximately on the date listed above.

_____ I understand this leave will be unpaid because I do not have enough personal sick leave days to be paid and the WLEA Sick Leave Bank does not cover CHILD CARE LEAVE.

_____ I understand unpaid child care leave time impacts my compensation; it is my responsibility to contact the payroll department so that I understand how my pay will be effected.

Patti Harthun (956-2041) or Kelly Costello (956-2036)

Seniority/Step Increases/End-of-School-Year Leaves

_____ I understand only paid days count towards seniority.

_____ I understand I must be paid 47 days in a semester to be eligible for a step increase.

Signature: ___________________________ Date: ___________________________
Physician’s Statement

Walled Lake Consolidated School District
Attn: Donna McVay, Human Resources
Educational Services Center
850 Ladd Road - Building D
Walled Lake, Michigan 48390
Phone: 248 956-2046 Fax: 248-956-5035

1. Patient Name: ________________________________________________________________

2. Date of Birth of Child: _________________________________________________________

   □ Vaginal Delivery  □ C-Section Delivery

3. Is patient currently disabled from work?  □ Yes  □ No

4. Date of either:

   Disability release to work with no restrictions: ________________

   AND/OR

   Probable return to work: ________________

5. Medical reason employee is disabled beyond the standard six or eight week disability period:

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

______________________________________________________________________________

Physician’s Signature

______________________________________________________________________________

Address

______________________________________________________________________________

City, State Zip

______________________________________________________________________________

Phone Number

______________________________________________________________________________

Date
H. A sick leave bank shall be established jointly by the Association and the Board to provide for the possibility of extended protection for individuals who are members of the sick leave bank who have exhausted all personal time available and are unable to perform their professional responsibilities because of personal illness or disability.

Members new to the bargaining unit shall deposit hours equal to two (2) days (based upon their daily average schedule) to the bank from his/her individual bank upon initial employment. Beginning September 1995, any current employee who did not join the sick bank during their first year of employment and now wishes to join the sick bank must contribute hours equal to two (2) days (based upon their current daily average schedule) plus all days or hours assessed since the 1983-84 school year or their year of employment if hired after 1983-84. Eligible employees may contribute more than two (2) days (thirteen hours) should they so desire. In order to maintain the sick leave bank, every current member shall be assessed one (1) day according to their daily average schedule prior to the second pay in October. Additional assessments shall be made of all sick leave bank members when the sick bank committee determines that there is a need for a special assessment. The number of days assessed in replenishing the sick leave bank shall be determined by the sick leave bank committee, but in no event will the assessment exceed two (2) days for each assessment. The Board will assist in the maintenance of the bank by contributing hours equal to two (2) days according to their daily average schedule for each new bargaining unit employee. Beginning with the 1994-95 school year, any member using more than fifteen (15) days from the sick bank will be responsible for repaying those days or hours at a rate of two (2) days per year (based on their daily average schedule) until all days or hours are repaid or the member terminates employment with the district. The two days will be deducted from the second pay period of each school year. Less than full time members will repay the hours equal to two (2) days based on their daily average schedule. If a sick bank member terminates service with the district and still owes days to the sick bank, the remaining days owed will be paid to the bank prior to the member being paid out for any unused sick days as agreed to in Article XXVI; Section L.

A committee of four (4) members, two (2) appointed by the Association and two (2) appointed by the Board, shall govern the use of the bank.

Coverage from the bank may be requested immediately upon the exhaustion of the teacher's accrued sick days. The sick bank committee shall not dispense days until eighteen (18) school days according to their daily average schedule after the onset of the teacher's immediate illness and exhaustion of the teacher's sick leave accrual. If the teacher has less than an eighteen (18) day accrual of sick days to meet their daily average work schedule, he/she will receive dock days during the waiting period. The committee shall review the merits of each case, and all requests for use from the bank shall be approved by at least three (3) members of the committee. The committee shall have the right to request medical reports to validate illnesses or disability and to request explanation of previous use of leave days.

Less than full time teachers will also have an eighteen (18) day waiting period with each day equivalent in hours to their average daily work schedule.
ARTICLE XIII - LEAVES (Continued)

The committee has the power to establish its operation procedures, which will be provided to all members of the bank by the third week of the school year, and/or whenever any changes are made in the procedure. Decisions of the committee shall not be subject to the grievance procedure. It is understood that only those bargaining unit members who contribute days for initial membership and replenishment of the bank shall be eligible to use the sick leave bank. Any bargaining unit member may choose to withdraw from the bank by notifying the Sick Bank Committee in writing.

Permanent substitutes (as defined in Article I, Section F) shall not be eligible to join or use the Sick Bank.

In no case shall days previously donated be returned.

The Board shall incur no liability for days owed to the bank.

I. Any teacher shall be covered by the applicable Workers’ Compensation Laws. The Board agrees that a teacher who is injured during the performance of his/her duty shall receive Worker's Compensation. In addition to his/her Worker's Compensation, he/she shall receive an amount to be paid by the Board sufficient to make up the difference between Worker's Compensation and his/her per diem rate. In such cases, sick leave days computed on the same basis, as the prorated portion of the Board's obligation under Worker's Compensation shall be charged against the teacher's existing sick leave days. Whenever the teacher's sick leave days have been exhausted, the compensation shall be only that which the teacher receives under Worker's Compensation. At such time as the employee returns to work, his/her accumulated leave will be restored to a level equal to that at the onset of the approved Worker's Compensation claim.

J. Teachers who are eligible to receive benefits under the District's Long Term Disability Program are not eligible to receive pay under this Article.

K. Beginning with the 2001-2002 school year, members of the sick bank who have accumulated nineteen (19) or more leave days will not be required to deplete all of their accumulated leave prior to use of the sick bank. Rather, the member may elect to set aside one day for every accumulated day over eighteen (18) up to a limit of five (5) days. Such days would be available for use upon the member’s return to work. Notification of intent to set aside days must be made to the sick bank committee at least ten (10) school days prior to use of the sick bank. Use of this provision is subject to the following:

1. Only members of the sick bank are eligible to set aside days.
2. Set aside days will only be returned to the member in the school year in which the use of the sick bank is initiated and then may be used by the member in any year. If the member does not return to work prior to the end of that school year, the set aside days will be returned to the sick bank.
3. A sick bank member who begins a school year on a paid leave in the waiting period for sick bank will be credited with that year’s allotment of leave days and be able to use them towards eligibility for the set aside days.
4. A sick bank member who begins the school year using the sick bank from the previous year will be issued that year’s leave day allotment upon his/her return to work that year and is not eligible to set aside further days.