

**FOOD SERVICE ASSOCIATION SICK LEAVE BANK GUIDELINES
ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA**

A. RIGHT TO SICK LEAVE BANK WITHDRAWALS

1. For the purpose of implementing this policy, “Unusual Circumstances” shall be defined as any serious physically or emotionally debilitating illness of the employee which results in a prolonged absence of at least five (5) consecutive working days.
2. Hours from the bank will not be granted to a member for an injury which is covered under the Workers’ Compensation benefit in the Collective Bargaining Agreement or any other source.
3. All requests for sick leave withdrawals from the bank must be made on a Sick Leave Bank Application (Personnel Form #1385). The form is available online at the District website, or may be obtained from the Human Resources Department at the ASD Education Center. Part A is to be completed by the applicant and Part B must be completed by a physician (M.D., D.O., D.P.M., or licensed nurse practitioner) and include verification of serious illness indicating the nature of the illness, the period of time the employee will be unable to report to duty, and the date the employee will return to work. The completed application, including the physician’s statement, should be forwarded to the Payroll Department.
4. All employees who accrue leave as negotiated in the current Food Service Agreement and who have contributed six (6) hours of sick leave for the present school year to the Sick Leave Bank are eligible for participation.
5. Unused sick leave donated to the bank in any school year shall be cumulative from year to year.
6. The six (6) hour contribution to the Sick Leave Bank will occur automatically through payroll deduction during the first thirty (30) calendar days of each school year, or during the first (30) calendar days of employment each school year. Anyone electing ***NOT*** to join the Sick Leave Bank will inform the Human Resources Department in writing within ten (10) days after reporting date. Refusal to join the Sick Leave Bank will bar the employee from membership in or benefits from the bank for the period of employment with the School District unless notification is received in the Payroll Department in writing during the open enrollment period of September 1-10 of each school year.
7. Sick leave can only be drawn from the bank when the member has exhausted all available leave. Leave does not accrue on hours awarded from the bank.

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8. Sick leave can only be drawn from the bank during the time a member is in active pay status and accruing leave with the District. Hours can be withdrawn from the bank only for an employee's regularly scheduled working days and hours. Members must apply for benefits within 30 days after returning to work or prior to termination.
9. Any member who applies to the Sick Leave Bank will be eligible to receive from the bank up to a maximum of eighty (80) hours per school year.

B. SICK LEAVE BANK COMMITTEE PROCEDURES

1. The Sick Leave Bank will be administered jointly by a committee of four (4) members: two (2) members appointed by the Food Service Association, and two (2) members appointed by the School District. District employees from Payroll and Benefits shall provide information and assistance to the committee on an as-needed basis.
2. The Executive Secretary of Human Resources will facilitate requests for sick leave with the committee members, and will complete notification paperwork to the applicant and to the Payroll Department.
3. The Committee shall hold such meetings as are necessary to respond to requests for Sick Leave Bank withdrawals.
4. In evaluating a particular request for Sick Leave Bank withdrawal, the Committee may consult with an appropriate specialist.
5. The Committee shall exercise reasonable discretion in granting or denying applications for sick leave bank withdrawals. The decision of the Committee shall be final and shall not be subject to grievance or appeal by the applicant. The Committee shall reserve the right to reconsider their decision for just cause.
6. A majority of three (3) Committee members is required for action on Sick Leave Bank withdrawal requests. Due to the confidential nature of the materials discussed, only appointed members or alternates in the event of non-availability of members will discuss and/or act upon requests.
7. All of the above guidelines are subject to review and modification at the beginning of each school year, or as deemed necessary by a majority of the Committee.