

**COUNCIL OF SCHOOL OFFICERS
SICK LEAVE BANK
RULES AND GUIDELINES**



**COUNCIL OF SCHOOL OFFICERS
LOCAL 4**

**RICHARD A. JACKSON
PRESIDENT**

**COUNCIL OF SCHOOL OFFICERS
AMERICAN FEDERATION OF SCHOOL
ADMINISTRATORS
AFL-CIO, LOCAL #4**

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To the Members of the CSO:

This document, **Sick Leave Bank Rules and Guidelines**, has been prepared for you to know and clearly understand the procedures for using this benefit, which is available to you through your membership in the Council of School Officers.

The Sick Leave Bank is a valuable resource to CSO members who experience personal illness and find it necessary to use all of your available accumulated leave.

The rules and guidelines delineated here will be strictly followed. Upon receipt of properly executed applications and support documentation, you can be assured that your forms will be submitted in a timely manner for processing.

Sincerely,

Richard A. Jackson
President

PURPOSE

The Sick Leave Bank is designed to provide temporary assistance to members in the event of unexpected illnesses. The Sick Leave Bank is not to be considered a source of income, but a temporary source of insurance.

I. GOVERNANCE

- A. Article XIV Section J of the negotiated Agreement between the Board of Education of the District of Columbia and the Council of School Officers, Local 4, AFL-CIO provides for a Sick Leave Bank.
- B. CSO has oversight of the administration of the leave Bank, and is responsible for receiving requests, verifying the validity of requests, recommending approval or denial of the requests, communicating its decision to the member and submitting proper documentation to the Office of the Chief Financial Officer for processing.

II. GENERAL

- A. A grant may **only** be used for the contributor's own personal illness. It may not be used for the illness of a family member or for absence to assist with an ill family member.
- B. Only earned sick leave or available sick leave may be contributed to the Bank. The annual contribution is 1 day (8 hours) per school year.
- C. Leave from the Bank may not be used for disabilities which qualify the member for Workers' Compensation or disability retirement benefits.

- D. Each application for a grant from the Sick Leave Bank must include a typed or legibly printed statement and signature from the attending physician.
- E. Each application for a grant must be accompanied by a properly **executed and approved** DCPS Application for Leaves of Absence form.
- F. A member of the Bank will lose the right to use the benefits of the Bank by:
 - 1. Falsification and/or distortion of information on the application;
 - 2. Termination of employment with the Board;
 - 3. Suspension by the Board;
 - 4. Written authorization by the member to discontinue the annual contribution of sick leave days, and
 - 5. Abuse, misuse of the rules of the Bank as determined by the Executive Board of CSO.
- G. No member may be granted leave from the Leave Bank if he/she has not personally contributed.
- H. **No member may be granted more than sixty (60) days from the Bank in any school year.**
(max: 30 days per semester)
- I. If the Bank is terminated due to the nonexistence of a negotiated agreement with the CSO or for any other reason, the balance remaining in the bank shall be returned to the then current members of said Bank on an equal basis.
- J. All grant request forms shall be available at the CSO Office and shall be sent to any unit member at his/her request.

- K. The Board and the Union shall maintain records of all union member contributions, withdrawals and the status of the Bank.
- L. Grants will not be authorized for illness or disability resulting from self-inflicted injury, act of war or natural disaster.
- M. These Rules are subject to revision in accordance with the agreement between the Board of Education and the Council of School Officers.

III. ENROLLMENT

- A. All officers in the ET 6-13 and EG 11-14 bargaining units who are on active duty with the DC Public Schools are eligible to participate in the Bank. Participation is voluntary; **only contributors will be permitted to use the Bank.**
- B. The contribution authorized by the officer will continue from year to year until cancelled in writing.
- C. The annual rate of contribution each school year will be one (1) day or eight (8) hours of sick leave. For the purpose of the Sick Leave Bank, the leave year is September 1 to August 31. New members who join the Bank are not eligible for a Bank grant during the first three (3) months of membership in the Bank.

IV. GRANT APPROVAL

- A. Members must use all available sick leave before qualifying for leave from the Bank. Application for use of the Bank shall be made on the required form and submitted to the CSO Office.

- B. Bank grants will not automatically be carried over from one school year to another. All Bank grants will end as of the last duty day of the leave year (August 31).
- C. If a member does not use all of the days granted from the Bank, the unused portion will be returned to the Bank. Members must provide a written statement to the CSO Office notifying them of early return, no later than ten (10) days upon return to duty.
- D. If a member requesting a grant or extension of a grant is eligible for disability retirement benefits, consideration will be made on a case-by-case basis.
- E. If a member's incapacity is of such a nature that he cannot personally apply for a grant, his/her application may be submitted by a designated representative.
- F. Bank grants will be in units of not less than ten (10), nor more than thirty (30) consecutive work days per semester.
- G. A member may submit a request for extension of a Bank grant before his prior grant expires.
- H. CSO reserves the right to waive the above in the event of extenuating circumstances.
- I. Upon submission of the properly executed documentation, the grant approval process takes approximately twenty (20) days.

SICK LEAVE BANK GLOSSARY

SICK LEAVE GRANT

An approval of leave in increments of not less than ten (10) nor more than thirty (30) days, not to exceed sixty (60) days in any given leave year.

LEAVE YEAR

For the purposes of the CSO Sick Leave Bank, the leave year is July 1 to June 30.

SICK LEAVE CONTRIBUTION

The annual rate of contribution each school year will be one (1) day or eight (8) hours of sick leave.

WHO IS ELIGIBLE?

Any member of the Bargaining Unit (ET 6-13 and EG 11-14), who has made a contribution to the sick leave bank.

WHERE DO I GET THE FORMS?

Forms may be downloaded from the CSO website – councilofschoolofficers.org.

CSO OFFICE STAFF

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