COUNCIL OF SCHOOL OFFICERS
AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS
LOCAL 4 (AFL-CIO)

Council of School Officers

Sick Leave Bank Rules and Guidelines

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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 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 13 Section K of the negotiated Agreement between the District of Columbia Public Schools 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 Sick Leave Bank, and is responsible for verifying the validity of requests, recommending approval or denial of the requests, communicating its decision to the member, and submitting proper documentation to the DCPS.

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 at least 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 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 FMLA notification.

F. Leave from the Sick Leave Bank may not be used for approved American Disabilities Act which qualify the member for accommodations.

G. 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 D.C. Public Schools;
3. Suspension by the D.C. Public Schools;
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.

H. No member may be granted leave from the Bank if he/she has not personally contributed.

I. No member may be granted more than sixty (60) days from the Bank in any school year. (Max: 30 days per benefit period)

   a. Benefit Period One: July 1 - December 31
   b. Benefit Period Two: January 1 - June 30

J. 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.

K. DCPS 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 DCPS and the Council of School Officers.

N. CSO Sick Leave Bank grants are based on the number of contributions made each year. If the required number of members do not donate to the bank, the number of grant hours can be reduced, or the bank can be exhausted prior to the end of the year.

III. ENROLLMENT

A. All CSO dues paying members 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 member will continue from year to year until cancelled.

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 July1 thru June 30.

IV. GRANT APPROVAL

A. Members must use all available District of Columbia approved leave (PFL), annual and 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 (June 30).

C. If a member does not use all 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 eight (8) hours, and no 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. The extension must align with the medical documentation provided. The extension cannot exceed the allotted number of sick leave per cycle.

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 eight (8) hours and no 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.

BENEFIT PERIOD
There are two benefit periods in the leave year:

a. Benefit Period One: July 1 - December 31
b. Benefit Period Two: January 1 - 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. The member may choose to donate more than eight (8) hours of leave to the Sick Leave Bank.

WHO IS ELIGIBLE?
Any CSO dues paying member who has contributed to the sick leave bank.

WHERE DO I GET THE SICK LEAVE BANK APPLICATION FORM?
The Sick Leave Bank application forms can be downloaded from the CSO website – https://www.councilofschoolofficers.org/resources.

CSO OFFICE STAFF

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