

Carman-Ainsworth Education Association, Inc.
Sick Bank Guidelines

The Carman-Ainsworth Master Agreement provides for a C-AEA Sick Bank administered by the C-AEA Sick Bank with the assistance of the Director of Human Resources. The Sick Bank provisions are in Section G of Article VI of the contract. Following are the Application Procedures and the Policies governing the administration of the sick bank.

Employees should be aware of the Master Agreement provisions for use of leave days contained in Section G of Article VI. Since days in the Sick Bank are contributed by all employees the C-AEA represents, each person should carefully use his own leave days only for legitimate reasons outlined in the Agreement in Article VI. Abuse of personal leave days of Sick Bank days is expensive, unfair, and costly to fellow teachers both in terms of reputation and days required to replenish the Sick Bank. We have one of the best Sick Banks in education and ask your cooperation in its fair and reasonable use.

Application Procedures:

1. Secure an application form from the Sick Bank Chairperson, or if s/he is unavailable, from the C-AEA office, 5095 Exchange Drive, Flint, Michigan, 48507, phone 810-733-7800. You may also request an application from Human Resources.
2. Complete the application form with the physician's statement and his/her personal signature (not a stamp).
3. Return the application form to the Sick Bank Chairperson, or the C-AEA office if s/he is unavailable.
4. Complete the above as quickly as possible as the C-AEA Sick Bank Committee must be convened to act on the application and the Personnel and Payroll offices need time to process the application and make payment to the applicant.
5. Applicants must reapply by filling out a new form every 30 calendar days. This is the applicant's responsibility and necessary in order to receive continued benefits. Any deviation from this timeline may be done at the discretion of the Sick Bank Chairperson in consultation with the Sick Bank Committee.
6. The use of the Sick Bank is a negotiated benefit of each employee. With this benefit comes the responsibility by the employee to send his/her physician's statement every 30 calendar days. Failure to comply with this procedure may interrupt or delay your pay schedule. Any deviation from this timeline may be done at the discretion of the Sick Bank Chairperson in consultation with the Sick Bank Committee.

Sick Bank Policies and Procedures:

1. Use of the Association's Sick Bank, shall be limited to members in good standing of the Carman-Ainsworth Education Association.
2. No Sick Bank days shall be used until an application form is completed and approved by the Committee according to the written "Application Procedures" above. If an employee is incapable of completing the form, a spouse, friend, or representative should submit the application form to the Committee according to the written "Application Procedures" above.
3. The Committee reserves the right to require sufficient medical evidence and/or documentation to substantiate an illness or injury requiring the use of days from the Sick Bank and absence from work.

If the committee disagrees with the physician's statement of disability, it reserves the right to require an independent medical examination or review at the expense of the C-AEA.

If a disagreement still exists, the employee shall have the right to request that his or her physician, the C-AEA selected physician, and a physician selected by the Genesee County Medical Society or Genesee County Osteopathic Society meet to arrive at a joint recommendation. The GCMS or GCOS physician may also examine the employee. If agreement cannot be reached, the opinion of the GCMS or GCOS physician shall be used by the Sick Bank Committee and shall be binding on both the employee and Committee.

4. Request for an extension of the original days granted must be submitted to the Committee seven (7) calendar days prior to the expiration of the grant for re-evaluation with sufficient medical evidence and/or documentation to substantiate the need for additional days. Any deviation from this timeline may be done at the discretion of the Sick Bank Chairperson in consultation with the Sick Bank Committee.
5. The Committee reserves the right to deny use of Sick Bank days, but any such denial shall be for reasonable and just cause.

The employee or his representative may appeal any denial of requested Sick Bank days to the following bodies and in the following order:

- A. Sick Bank Committee – First appeal level.
- B. C-AEA Board of Directors – Second appeal level.

The Sick Bank Committee and Board of Directors may reverse or uphold an earlier decision.

6. The C-AEA Sick Bank days can only be used to carry the employee through one full year of disability or the date at which the employee is eligible for Long Term Disability (LTD) Insurance coverage as provided for in Section C, of Article XX of the Master Agreement. That is, the Sick Bank days can only be used to carry the employee through to the

anniversary date of the first date of absence from school due to the disability, or 180 aggregate days in the case of a continuing illness. At the time the employee becomes eligible for LTD, he/she is no longer eligible for Sick Bank.

7. Separate application forms are required for LTD, retirement, Social Security, and Workers' Compensation benefits. It is the responsibility of the employee to make these separate applications. Employees are sometimes eligible for disability benefits from Workers' Compensation Insurance. If an employee applies for Workers' Compensation Insurance, he/she would be ineligible to draw from the Sick Bank, while the case is pending.

Employees are sometimes eligible for disability benefits from the LTD Insurance, Retirement Board, Social Security Fund, and Workers' Compensation Insurance. The addresses and phone numbers of these sources are available from the C-AEA office. The responsibility to request this information rests with the employee or his/her representative.

8. Employees may seek advice from the C-AEA Sick Bank Committee as to Sick Bank procedures, policies, and benefits; LTS, retirement, Social Security, and Workers' Compensation procedures and benefits; and advantages of taking unpaid sick leave or retiring.
9. Employees cannot draw Sick Bank days during the summer recess, (June, July, and August), or periods when regular school is not in session, unless the employee would have normally been employed as a teacher during this period on an involuntary basis. This is, if an employee is required to work during the summer for the Carman-Ainsworth School District, then the employee shall be eligible for use of Sick Bank days upon approval by the Sick Bank Committee.
10. The twenty-one (21) consecutive work-day waiting period required by the contract shall apply to any one disability. This is, only one waiting period of twenty-one (21) consecutive work days shall be required for each disability. However, if the employee is in and out of school with the same disability, his/her own leave days used will be credited against the twenty-one (21) consecutive work day waiting period required by the Contract.
 - a. A person credited with less than fifty (50) leave days (sick and leave) at the beginning of the school year will not be able to use days from the bank until his or her leave days are depleted to three (3) days.
 - b. A person credited with fifty (50) leave days at the beginning of the school year will not be able to withdraw days from the sick bank until his or her days are depleted to fourteen (14) days.
 - c. Members drawing from the Sick Bank will be paid at 80% of the bargaining unit member's salary at the time of the leave.
 - d. Follow-up medical appointments will be covered by Sick Bank only during the same school year as the initial leave.

11. A maximum of 30 days may be used in a non-consecutive manner to provide the necessary care for an immediate family member.

Application for these days shall be made to the Sick Bank Committee on the appropriate form when the illness or “necessary care” commences with notification provided as days are used.

12. The Committee reserves the right to require substantiation of regular treatment for the disability.
13. Sick Bank days can only be used commencing twenty-one (21) consecutive work days after the first teacher report day of school.
14. To be eligible for use of Sick Bank days, an employee and his/her physician shall certify in writing that he/she could not have the medical treatment or operation during the summer or just prior to the end of school. That is, the employee shall postpone all treatment to non-work periods whenever possible.

Sick Bank Committee Structure, Policies, and Procedures:

1. The Sick Bank Committee shall consist of at least five (5) but not more than ten (10) C-AEA appointed voting members and a non-voting administrative representative. Adoption of Policies and Procedures shall be by a majority vote of the committee present.
2. Approval or denial of requested days from the Sick Bank shall be by majority vote of those Committee members present.
3. Roberts’ Rules of Order, Newly Revised may be invoked by any member of the Committee for the conduct of Committee business.
4. The C-AEA Board of Directors must ratify and Committee approved Policies or Procedures.
5. The Committee Policies and Procedures shall be available on the C-AEA website. Paper copies will be provided upon request to members in good standing.
6. Records shall be kept of all Committee meetings and decision with copies at both the C-AEA office and Personnel Office.
7. Any Committee member, including the administrative representative, can call a Committee meeting after advance notice to all Committee members.
8. The committee shall report monthly to the C-AEA Executive Committee and Board of Directors on the number of Sick Bank days used, the status of the Sick Bank, and any other relevant information.
9. The Sick Bank Committee shall keep all application, medical information, and Committee discussions regarding cases strictly confidential. The Committee can, however, make relevant information available to the Board of Directors if an employee appeals a Committee decision to the Board of Directors.
10. The Sick Bank Policies and Procedures shall be reviewed for possible revision annually.