

IEA SICK LEAVE BANK APPLICATION

20____ - 20____

Request for Medical Information

The IEA Sick Leave Bank Committee has received your request for an application for days from the bank. In order to proceed, the following information will be necessary.

NAME: _____ SCHOOL: _____

HOME ADDRESS: _____ HOME PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Did you consult a physician? _____ If yes, name of physician _____

Address: _____ Zip Code: _____ Phone: _____

Date(s) of consultation: _____

Were you confined for medical purposes? _____ If yes, name of institution: _____

If confined at home, enter that on **above** line.

Date of confinement or delivery (for maternity purposes): _____

Address of confinement place if not at home: _____

Please use the back of this form to describe briefly the circumstances of your illness.

The more information you include or attach, the easier it will be for the committee to reach a decision.

Applicant hereby consents to the following rules and regulations:

1. All information given is sworn to be correct and accurate.
2. Applicant automatically consents to have any concerned physician or institution release medical records and/or medical history to the Sick Leave Bank Committee.
3. A Doctor's Statement will be sent to IEA the address is listed below.

All information will be kept confidential by members of the Sick Leave Bank Committee.

Signature: _____

Date: _____ Social Security No.: _____

Please return this form and Doctor's statement to: Indianapolis Education Association
6910 N. Shadeland Avenue, Suite 100
Indianapolis, IN 46220
ATTN.: Sick Leave Bank Committee

NOTE: The Sick Leave Bank Committee meets once monthly.

IEA Office Number: 317-655-3702

**IEA - IPS
SICK LEAVE BANK APPLICATION
20____ - 20____**

NAME _____ Employee ID Number _____

Home Address _____ Zip Code _____

Home Phone _____ Present School _____ Numbers of Years in IPS _____

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Date of Last Paid Sick Day _____

List below the days absent due to illness which were unpaid:

List below the dates of absences for which you are applying. Dates listed in column of left of this form cannot be included or granted.

	<u>Month</u>	<u>Date</u>	<u>Year</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

	<u>Month</u>	<u>Date</u>	<u>Year</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

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Return to:

Myisha Williams
IPS Payroll Department
120 E. Walnut Street
Indianapolis, IN 46204

To be completed by IPS Payroll:

NOTE: DO NOT LIST ANY PAID SICK LEAVE OR PERSONAL DAYS

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To be completed by IPS Payroll:

Date: _____

Absence Information Verified

Signature: _____

Yes _____ No _____

6. After a grant involving absence of more than twenty (20) days beyond the initial five (5) days of unpaid sick leave, the Sick Leave Bank may require a medical update by a doctor of the Sick Leave Bank's choosing at the member's expense.

7. For cases which exceed the above limits, grants may be made by a two-thirds (2/3) vote of the Sick Leave Bank Committee, based upon the balance of funds in the Bank and within the maximum allowed amount (in the IEA/IPS Agreement) as of the end of the school year.

8. **Any claim to the Sick Leave Bank must be submitted by the applicant no later than the Friday following the last day of the school year.**

These guidelines may be amended only by action of the IEA Association Representative Assembly. Any suggested revision which has not been recommended by the IEA Sick Leave Bank Committee shall not be acted upon at the same meeting of the A/R/A at which it was introduced.

A copy of the Guidelines shall be sent to each applicant to the Sick Leave Bank for their information.

Amended September 9, 2008

Indianapolis Education Association Representative Assembly

INDIANAPOLIS EDUCATION ASSOCIATION

All requests for forms and/or information should be directed to:

INDIANAPOLIS EDUCATION ASSOCIATION

6910 N. Shadeland Avenue, Suite 100

Indianapolis, IN 46220

Phone: (800) 638-7739

FAX: (317) 598-8465



GUIDELINES

Indianapolis Teacher (IEA/IPS) Sick Leave Bank

The purpose of the Sick Leave Bank is to relieve teachers from undue financial burdens due to absence from work on a long-term basis due to illness, injury or incapacitation sufficiently severe that it would make their presence at school inadvisable. The Sick Leave Bank shall be administered by an IEA committee, which is established under the following guidelines:

Selection of Members:

1. Two members shall be elected by each Region before November 1st of each year at the IEA Representative Assembly.
2. One or two ISTA Retired members may be appointed by the President.
3. The Chairperson shall be appointed by the President of the Association with the approval of the IEA Executive Board.

Terms of Office:

1. All Regional committee members will serve two-year terms. Each IEA Region shall elect one member by November.
2. The Chairperson shall be appointed annually by the Association President and shall serve a one-year term.
3. Any regional committee member and/or the chairperson may serve consecutive terms without limit.

Vacancies:

1. Should any Regional member of this committee become unable or unwilling to fulfill the duties during his/her unexpired term, the IEA Executive Board may declare this position vacant. A replacement shall be elected at the next IEA Representative Assembly meeting by the A/R's from the IEA Region involved.
2. Should the Chairperson position become vacant during any year, the Association President shall appoint a replacement who shall assume the responsibilities immediately. Should the Association Executive Board not concur in the appointment at its next meeting, the President shall appoint another with the concurrence of the Board.

Meetings:

Meetings may be called by the Chairperson or three (3) committee members. A majority of members will be required for any official action of the committee; i.e. five (5) affirmative votes.

Eligibility:

All teachers as defined in Article I of the IEA-IPS Agreement, are eligible to apply to the Sick Leave Bank if they have contributed one (1) day to the Bank by the deadline of *October 15 (or thirty days after ratification of a new Agreement - whichever is later)*. **A teacher must contribute a day every year to be a member of the Sick Leave Bank.** A teacher who has contributed the amount of money equivalent to a day's pay (as provided by rules of the SLB Committee) shall be considered to have contributed a day as referred to elsewhere in these guidelines. The contribution of this amount of money must be provided to the IPS Payroll office by the date specified by IEA in notice to any teacher who has signed a contribution form but has no sick leave days left as of the date such days are to be deducted by IPS.

Procedure:

Any Sick Leave Bank Member, who has exhausted both his/her accumulated sick leave and personal leave and who has also accumulated five (5) uncompensated sick leave days, is eligible to apply to the Committee for compensation for further absences from work during the current contract year. The aforementioned five (5) uncompensated days shall not be compensated from the Bank.

A teacher wishing to apply for a grant should contact the IEA office. The teacher will then be provided with a green Sick Leave Bank Application form - which must be completed and sent to the IPS Payroll Department for verification of absences and pay status for such absences - and a yellow Request for Medical Information form which must be completed and returned (with a Doctor's statement) to the IEA office.

Persons withdrawing sick leave days from the Bank shall not be required to replace those days. Any teacher who has been given a grant during any school year who makes application for a grant for an additional absence shall be required to accumulate five (5) additional uncompensated sick leave days before such additional grant is made. The Sick Leave Bank may--by a 2/3 vote--make exception to this provision.

The Sick Leave Bank Committee may grant or deny sick days from the Bank. Their judgment or decision will be final, but an applicant shall have the right to request a review of the decision by the Sick Leave Bank Committee by the IEA Executive Board. Any grants, by necessity, will be retroactive. Each applicant automatically consents to submit medical examination(s) and/or review of his/her medical history if it is deemed necessary by the Sick Leave Bank Committee.

The following specific guidelines shall be utilized in issuing grants during the current school year:

1. Any applicant with a personal illness and who has exhausted his/her accumulated sick leave and has also accumulated five (5) uncompensated sick leave days as provided elsewhere in these Guidelines may receive a grant of up to twenty (20) days at seventy-five percent (75%) of the applicant's regular pay.
2. A teacher who is on a leave under the provisions of the Family Medical Leave Act (FMLA) who is otherwise eligible for a grant from the Bank shall not be denied such grant due to use of the FMLA benefits.
3. A teacher who has been granted long-term disability under the provisions of the IEA/IPS Agreement's LTD coverage shall *not be eligible* for a grant from the Bank for any absence when such LTD eligibility exists. There shall be *no coordination of benefits between the Bank and any short-term disability coverage purchased by the teacher.*
4. Unless extenuating circumstances exist, no more than eight (8) calendar weeks absence shall be authorized for maternity purposes. **No days will be granted for child rearing or adoptive purposes.** Sick Leave Bank is for personal illness only.
5. For grants extending beyond those days provided in Point 1 above, the applicant must then *miss an additional ten (10) days* without pay. Additional grants beyond these unpaid days may be granted up to twenty (20) such days -- also at 75% of the applicant's regular pay.