

Catastrophic Sick Leave Bank

- The purpose of the Catastrophic Sick Leave Bank is to provide additional paid leave days to members of the Bank who experience a catastrophic illness or injury and have exhausted all paid leave days. The request for additional days may only be made when a member has exhausted all accumulated state, local and vacation leave days.
- Bank days can only be used for employees for their own catastrophic illness and must be approved by the Committee.
- A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of an employee that requires the services of a licensed practitioner for a prolonged period of time and that causes an employee to exhaust all leave time earned and lose compensation from the District.
- To become a member of the Bank, you must contribute three days from your local leave balance for the current school year. Once you have contributed your three days you cannot request to have them refunded.
- You are not an official member of the Sick Leave Bank until the three local leave days has been deducted from your leave balance. If the days are not available for donation, employees can apply during the next open enrollment period.
- You can join the Sick Leave Bank during the open enrollment period or, if you are a new employee, during the first 31 calendar days of employment.
- Sick Leave Bank **is not** a form of leave, it is a income replacement plan to cover lost wages due to a catastrophic illness or injury.
- Enrollment is conducted online at www.myaisdbenefits.net through the employee benefits portal.