

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.
- To become a member of the Bank, employees make a **one-time donation** of three (3) local leave days. Once you have contributed your three days you cannot request to have them refunded.
- Bank days can only be used for employees for their own catastrophic illness and all applications are subject to approval.
- 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.
- 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.
- Enrollment is conducted online at www.myaisdbenefits.net through the employee benefits portal. The Sick Leave Bank Application Form is located on the Home Page of the Benefits Hub or by request at HRBenefits@aisd.net.