

SICK LEAVE BANK LOAN QUICK LIST

This is a “quick list” to serve as a reminder of what needs to be done to apply for a Sick Leave Bank loan. Hopefully, this will allow loan applications to be processed more quickly.

1. Get an application from the County Website, school secretary or department head. **Please note!** Any applications received after the 15TH of the month may not be processed. This could result in docking of your pay! Please send in your paperwork as soon as possible after your absence.
2. Ask if you have any leave days accrued. **You must have exhausted ALL of your leave, before you apply for a loan (Sick and Personal).**
3. Fill out the application and send it to the Brewton Central Office. The Central Office will forward it to the SLB chairperson. (Teresa Hultz at Flomaton High School). Make sure it is filled out completely and correctly. If you do not know the number of contract days, ask your secretary. If your loan is for five or more consecutive days, you must include a “Physician’s Certification of Illness”. Your secretary has this form. Get a copy and make copies to keep at home so you will have them when you go to the doctor.
4. The SLB committee will consider your loan. If it is granted, it will be forwarded to Mrs. Curran for processing.
5. To apply for Catastrophic Sick Leave, you must have exhausted all leave and borrowed and used the maximum number of days from the SLB. There is an application for Catastrophic Sick Leave available on the county web site or from your secretary. You will also need a copy of the Physician’s Certification of Catastrophic Illness or Injury by your doctor. Forward the Catastrophic Sick Leave Application Form and Physician’s Certification to the Central Office, just as you would a regular SLB loan. The committee will send flyers to each school and department in our system. If requested, the flyer will be sent to additional school systems. Anyone who would like to donate days may do so as long as they belong to a public education sick leave bank. Days donated do not have to be repaid - they are a gift. They may also be used to pay back your loan from the sick leave bank. **Please understand that an employee cannot be coerced to give you days.** The number of days available for your use will depend on the number of days donated. Any unused leave will revert back to the donating employee. **Individuals may not donate more than 30 days to any one employee. This is a lifetime limit.** If you have donated 30 days to John Doe and three years later he needs catastrophic days again, you would not be able to give him any.
6. The open enrollment dates to **join or withdraw** from the sick leave bank are the same as PEEHIP insurance. **Date of employment or summer until October first of each year.**

PLEASE REMEMBER THAT SICK LEAVE DAYS ARE VALUABLE. They count toward retirement credit. We never know what is in store for us. Please think carefully before donating days. Make sure you can afford to give the days away, because they will not be repaid. Treat your days like money, and spend them wisely.

(Revised JULY 2012)