## Sick Leave Bank (SLB) Flowchart APPLYING FOR BENEFITS

## **EMPLOYEE**

- Notifies supervisor of need for a leave from work of greater than 10 days.
- Completes the SLB Application and top part of the SLB Physician's Statement.

#### **HEALTH CARE PROVIDER**

 Employee's physician completes the bottom part of the SLB Physician's Statement.

#### **EMPLOYEE**

- Original completed forms are returned to the SLB Specialist
- 6400 Uptown Blvd. NE, Suite 115, East Tower
- By 3 PM the Tuesday before the next pay date.

#### SICK LEAVE BANK SPECIALIST

 Presents claim to the SLB Review Committee the Wednesday before each pay date.

# SICK LEAVE BANK REVIEW COMMITTEE

 Approves or denies the claim for benefit distribution.

## SICK LEAVE BANK SPECIALIST

## **Application Approved**

- Approval letter processed
- All accrued sick, personal and annual (if applicable) time is exhausted before SLB benefits are paid out.
- If there is not enough accrued time to cover the 10 day deductible (waiting period), the employee will be docked accordingly.
- Notifies the employee, supervisor, and site secretary through an award letter and biweekly absence sheet sent via Email.
- Hard copy approval letter and biweekly absence sheet is sent by regular mail to employee.

## **Application Denied**

- Denial letter sent to employee, supervisor, and site secretary via Email.
- Hard copy denial letter send by regular mail to employee.

## SUPERVISOR/SITE SECRETARY

 Codes absences on Lawson per biweekly absence sheet for Payroll reporting.

#### **EMPLOYEE**

 Provide completed Medical Release to SLB Specialist at least two (2) days prior to return to work date for reinstating back to duty.

#### QUESTIONS?

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