

# Sick Leave Bank

## Frequently Asked Questions

### WHO CAN BECOME A MEMBER?

The Sick Leave Bank (SLB) is available to employees covered by:

- **Albuquerque Teacher's Federation**
- **Albuquerque Federation of Classified Professionals**

Respective negotiated agreements provide this benefit to participants who are experiencing a catastrophic illness or injury and who will exhaust all accrued leave (sick, personal, annual).

### HOW DO I BECOME A MEMBER?

Each eligible employee must complete the APS Sick Leave Bank Enrollment Form authorizing payroll deductions for membership in the SLB.

- New employees to APS will have sixty (60) days from the date of hire to enroll in the SLB.
- For all new enrollees to the SLB, eligibility to apply for SLB benefits will begin ninety (90) days after the enrollment form is processed.
- An open enrollment period will occur annually from August 1<sup>st</sup> – October 31<sup>st</sup>.
- Previously enrolled employees need not re-enroll.
- Part-time employees are also eligible for enrollment in the SLB.

Employees on leave of absence are not eligible to enroll in the SLB. Members returning from leave of absence should verify their re-enrollment with the Sick Leave Bank Benefit Specialist, 830-6246.

Bi-weekly payroll deductions as stated on the Sick Leave Bank Enrollment Form are continuous and subject to committee review annually. Check your pay stub to make sure that deductions are being made for the Sick Leave Bank.

### WHEN DOES ONE APPLY FOR BENEFITS FROM THE SICK LEAVE BANK?

Employees must be eligible for a Leave of Absence before being eligible for compensation benefits from the Sick Leave Bank. Required criteria for approved Leave of Absence plus Sick Leave Bank compensation benefits:

- Have actively worked for Albuquerque Public Schools for at least 12 months
- Covered under the respective negotiated agreement contract
- Be a paying member of the Sick Leave Bank for greater than 90 days
- Have an approved claim by the Sick Leave Bank Review Committee

When an eligible member will be out for more than ten consecutive workdays, an application should be submitted to the Sick Leave Bank. **Do not wait for accrued sick leave to run out.**

### HOW DO I DIS-ENROLL FROM THE SICK LEAVE BANK?

A request to withdraw from participation in the bank must be submitted to the SLB Committee within ten (10) workdays of the first day of school of the following contract year or during the open enrollment period from August 1<sup>st</sup> – October 31<sup>st</sup>.