



# SICK LEAVE BANK ASSISTANCE REQUEST FORM

The Sick Leave Bank assists employees who have profound long-term illness or disability and who have exhausted all their leave accumulations. Requests for assistance from the Sick Leave Bank will be reviewed by the Washoe Professional Technical Association (WPTA) Executive Board for eligibility after all requirements pertaining to Sick Leave Bank use in the WPTA Negotiated Agreement (Article 12.5) have been met.

Employee's Name:  
(Last, First, MI)

Mailing Address:

City: State: Zip Code:

Cell Phone:

Email Address:

Position: School/Site Location:

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I acknowledge that I have exhausted all of my accumulated Paid Leave (Sick, Vacation, Admin., etc.) as of

I am requesting a total of days from the WPTA Sick Leave Bank to begin

I acknowledge that a doctor's diagnosis/prognosis and explanation of inability to work, submitted from the treating physician, is required on a monthly basis.

Signature Date

Please send signed request form along with a doctor's diagnosis/prognosis and explanation of inability to work to [wpta@washoeschools.net](mailto:wpta@washoeschools.net) to apply for assistance from the Sick Leave Bank. The WPTA Executive Board will review the information and notify Human Resources and the member of its decision. Responsibility for determining who shall receive days from the Sick Leave Bank rests exclusively with the Association. The decision of the WPTA Board is final. The Association holds the District harmless in the event of any action by an employee relative to use of the bank.



## SICK LEAVE BANK ASSISTANCE ELIGIBILITY GUIDELINES

1. ALL EMPLOYEES in the bargaining unit regardless of membership in WPTA or confidential status are eligible to participate.
2. Assistance from the Sick Leave Bank is available to any employee who has contributed at least one sick leave day to the Sick Leave Bank at least thirty (30) days prior requesting assistance, and who has exhausted all their leave accumulations – sick leave, vacation leave, administrative leave, and personal business leave.
3. “Profound long term illness or disability” shall refer to illnesses that are catastrophic or chronic in nature. Chronic illnesses shall include persistent and lasting conditions that persist for a long time, usually more than three months, including problems which cannot be solved in a short time, or which will recur regardless of action. Catastrophic illnesses shall include only those illnesses or injuries which are calamitous in nature, constituting a great misfortune. Examples of catastrophic diagnoses include, but are not limited to:
  - Accident resulting in multiple fractures or amputation of a limb
  - AIDS
  - ALS
  - Cancer
  - Cerebral palsy
  - Conditions causing paralysis
  - Hemophilia
  - Mental illness requiring hospitalization
  - Muscular dystrophy
  - Rare disease
  - Severe burn involving over 20% of the body
  - Severe head injury requiring hospitalization
  - Spinal cord injury
  - Stroke or cerebrovascular accident
  - Elective surgeries are not considered severe conditions except when life threatening complications arise from them
4. Decisions will be made on a case-by-case basis. An applicant's prior sick leave usage and workers’ compensation benefits usage may be used in determining eligibility. Members who have previously been disciplined for their abuse of sick leave are not eligible to access the Sick Leave Bank.
5. Employees drawing Sick Leave Bank benefits are not eligible for sick leave accrual.
6. The maximum accumulated number of days which any one person can be granted from the Sick Leave Bank is seventy-five (75) days per year. “Year” shall be defined as July 1 through June 30.
7. Lifetime usage of the Sick Leave Bank is limited to 190 days maximum per person.
8. The maximum number of days which can be used collectively from the Sick Leave Bank in any given year is 225. In the event that requests collectively exceed the 225-day limit in a given year, an appeal for additional days may be made to the Superintendent by WPTA.



## ENROLLMENT, WITHDRAWAL, SPECIAL ASSESSMENT, AND USAGE

1. New employees may enroll in the Sick Leave Bank anytime during the first 30 days of employment. Continuing employees who have not previously enrolled must complete and return a Sick Leave Bank Enrollment Form to WPTA during the open enrollment period of September 1 – October 5.
2. WPTA forwards enrollment information to the Human Resources Department to process the voluntary sick leave day deduction.
3. Once an employee has voluntarily donated one (1) sick leave day for the establishment and operation of the bank, membership shall be continuous until the employee withdraws from the sick bank, transfers into a position covered by a different bargaining unit, separates from the district, or notifies WPTA in writing of their intent to withdraw. Voluntary withdrawal from the Sick Leave Bank must occur during the enrollment period and does not result in re-instatement of any days contributed to the bank.
4. If the total number of days in the Sick Leave Bank falls below 100, WPTA will inform the Sick Leave Bank members that a special assessment of one (1) sick leave day per member will be deducted during the first available pay period. Members will be given notice and time to withdraw from the sick bank before the special assessment.
5. Any employee who retires from the District may elect to donate ten (10) additional days to the Sick Leave Bank at the time of their retirement.
6. Days donated to the Sick Leave Bank are non-refundable.
7. Employees who receive assistance from the Sick Leave Bank are entitled to payment for the leave at a rate no greater than their current daily rate of pay.
8. Any sick leave which an employee receives from the Sick Leave Bank, which was not used at the time the illness or disability ceased to exist or upon separation of the employee from the district, shall be returned to the Sick Leave Bank.
9. If an individual receives assistance from the bank for a serious illness or disability and subsequently suffers from another illness the Sick Leave Bank may consider another withdrawal even though the illness may not be considered long-term or disability. The maximum allowance for additional day(s) without going into long-term illness or disability will be five (5) days and the need for these days must occur within the same school year as the long-term or disability occurred.
10. At the end of each fiscal year, all days in the Sick Leave Bank will be carried over to the next fiscal year.
11. For complete information pertinent to the Sick Leave Bank, please see the Negotiated Agreement between the Washoe Professional Technical Association (WPTA) and the Washoe County School District (WCSD), Article 12.5.