

What sort of illness or injury does the Sick Leave Bank cover?

The FCTA Sick Leave Bank is available to members who are unable to work due to a prolonged, catastrophic, or debilitating illness, injury, or quarantine. To qualify, the illness or injury must last for at least **ten consecutive duty days**. Coverage from the Sick Leave Bank begins the day your personal sick leave is exhausted.

Do you cover surgeries?

Yes, the Sick Leave Bank may cover the leave, but we do require a doctor or surgeon to confirm that the surgery cannot be postponed to a non-workday. Please note that cosmetic or elective surgeries are not covered. Members recovering from childbirth are eligible for six to eight weeks of leave through the Sick Leave Bank, depending on type of delivery.

What if I need chemotherapy or other intermittent medical treatments?

The Committee may approve leave for scheduled, ongoing treatments related to a catastrophic condition, as long as the intermittent medical treatments are properly documented. For more information, please contact FCTA.

Does it cost money to join or use the Bank?

Members join the Sick Leave Bank (SLB) by contributing sick leave days each year, at a rate set annually by FCTA. New employees are automatically enrolled, and membership continues from year to year unless canceled in writing between July 1 and August 31.

Contributed sick leave days are deducted from the September 15 pay advice. FCTA members can use the Sick Leave Bank at no cost. **Non-members must pay a \$200 administrative fee to FCTA for each SLB request.**

How long does coverage last?

Grants from the Sick Leave Bank are approved in increments of up to 30 workdays at a time. If additional leave is needed, a new request form must be submitted to FCTA for an extension. For members who joined the Sick Leave Bank before the 2015–2016 school year, the maximum number of days granted for a single illness is **one full work year**. For members who joined during or after the 2015–2016 school year, a tiered system applies:

- **1st year of membership: up to 90 days**
- **2nd year of membership: up to 135 days**
- **3rd year and beyond: lifetime maximum of 270 days**

Is there a lifetime maximum?

Yes. Members who joined the Bank prior to the 2015-2016 school year are subject to a lifetime maximum of **two work years**. Members who join the Bank after 2015-16 have a lifetime maximum of **270 days**.

Can I work while receiving leave from the Bank?

It is usually not possible to receive compensation from another employer. However, exceptions may be given for work appropriate to the capacity of the member.

For More Information:

**Frederick County
Teachers Association**

**1 Wormans Mill Ct., Ste. 16
Frederick, MD 21701**

**t: 301.662.9077
f: 301.662.9205**

How do I apply for the Sick Leave Bank?

Request forms are available from the FCTA office or online at www.myfcta.org. A licensed physician must complete the form. For psychiatric disabilities, the member must be under the care of a licensed psychologist or psychiatrist. Completed forms must be submitted at least **five days prior to the next Sick Leave Bank Committee meeting**. Meeting dates can be found online or by contacting your FCTA building representative. Members may also be asked to provide documentation from their healthcare provider verifying treatment during the approved Sick Leave Bank period.

What information needs to be on the completed form?

- A diagnosis or cause of illness written in layman's terms
 - An expected return-to-work date
 - An explanation of why the member is currently unable to work
 - A treatment plan that directly addresses the stated diagnosis
- Please note: Incomplete forms, and those not signed by a physician or mental health professional, will be returned without review.



The FCTA Sick Leave Bank is here to support members of the FCTA bargaining unit when illness strikes and your own leave runs out. Reviewed confidentially by a joint committee of FCTA members and FCPS HR, applications are considered twice a month. Don't face hardship alone—your union has a safety net.



Out Sick

Learn about this contractual benefit negotiated by your union!