

Welcome to ...

**Maryland Anti-Poverty
Employees, AFSCME
Local 2202, AFL-CIO**



**SICK LEAVE
BANK**

Peggy Peacock., President, AFSCME Local 2202

Maryland Anti-Poverty Employees, Local 2202

American Federation of State, County and Municipal Employees, AFL-CIO

To AFSCME Local 2202 Represented Employees:

AFSCME Local 2202 is proud to offered you the opportunity and benefit of participating in the AFSCME Local 2202 Sick Leave Bank. In response to your requests for a way to help our co-workers in time of need, AFSCME Local 2202 negotiated with the City of Baltimore and developed this "bank" in which Local 2202 members may "deposit" and "withdraw" sick leave days. The Sick Leave Bank, through tahe ongoing generosity of Local 2202 members, has aided Baltimore City employees in health related crisis since 1995.

The Bank allows employees represented by AFSCME Local 2202 to receive additional sick leave days when a catastrophic illness or injury strikes. Our Sick Leave Bank will extend up to 60 additional sick leave days to members of the Bank when they have exhausted all accumulated sick leave and paid leave days. In most cases this will provide sufficient days to keep them in pay status until they are able to return to work. No longer must we sit by while co-workers struggle, not only to make ends meet, but to retain their health insurance coverage.

The continued success of the Sick Leave Bank depends on your participation. All of us have know someone who had a serious illness and ran out of sick leave time. Perhaps it was even you! Baltimore City employees uniting to provide a pool of sick leave days has eased the burden for many families in emergency situations.

Local 2202 President's Letter

continued

But maybe you are healthy and have lots of sick time built up. We wish you continued good health and ask that you join us to help others who are not so fortunate. No one can see the future. We can never know when an accident or illness will strike. However, if the unthinkable does occur your accumulated time can be used up in the blink of an eye. For the nominal "cost" of one sick leave day, you can be protected should illness or injury befall you.

How do I become a member and how much does it cost to join? To become a member you only have to contribute one (1) of your accumulated sick leave days to the Bank. During the contribution period all AFSCME Local 2202 represented employees who have completed their probationary period will be given the opportunity to join. The contribution of this day will not affect sick leave conversion unless the contribution must be made from the current year's sick leave balance.

The complete text of the policy is enclosed - please read it thoroughly. If you have any questions call Sick Leave Bank at 410-837-7278.

In Solidarity,

Peggy Peacock
President
AFSCME Local 2202

Maryland Anti-Poverty Employees AFSCME Local 2202 Sick Leave Bank

PURPOSE:

The purpose of the Maryland Anti-Poverty Employees, AFSCME Local 2202 Sick Leave Bank is to provide additional sick leave days for employees who, due to illness or injuries are temporarily incapacitated and have exhausted all of their accumulated leave. The Sick Leave Bank may only be used for the employee's own personal illness. The Sick Leave Bank is intended to be used by employees who are expected to recover and return to duty. This policy defines the structure of the Maryland Anti-Poverty Employees, AFSCME Local 2202 Sick Leave Bank and defines the conditions and methods employees represented by Maryland Anti-Poverty Employees, AFSCME Local 2202 (hereafter, AFSCME Local 2202) may participate in and utilize the benefits of the Sick Leave Bank.

Participation in the Sick Leave Bank is voluntary. Leave from the Sick Leave Bank may not be used for disabilities which qualify the member for workers' compensation benefits. If an employee receives a settlement as a result of a claim, or suit related to an injury caused by a third party, where the employee received a grant from the Sick Leave Bank in relation to that injury, the employee will be responsible for reimbursement of the grant to the Sick Leave Bank in accordance with existing city policy.

SCOPE:

All full and part-time employees represented by AFSCME Local 2202 who have successfully completed their initial probationary period are eligible to join the Sick Leave Bank and may be eligible to receive the benefits described herein. Any member of the Sick Leave Bank who leaves the bargaining unit shall immediately become ineligible for benefits. Any employee who as a result of promotion, downgrading, or reclassification who previously completed his/her probationary period and now is an employee

represented by AFSCME Local 2202 may elect to join the Sick Leave Bank during the first thirty (30) days following said event.

DEFINITIONS AND PROCEDURES:

For the purposes of this policy, the following definitions shall apply:

Sick Leave Bank: The Sick Leave Bank (hereafter, the Bank) shall refer to Maryland Anti-Poverty Employees, AFSCME Local 2202 Sick Leave Bank.

Day: The number of hours an employee is scheduled to work on a normal work day.

Contribution: One day of sick leave will be required to be contributed by the employee as a condition of membership in the Bank, upon initial enrollment or during a contribution period. It is the employee's responsibility to enroll in the Bank by completing the membership application. Notices and reminders will not be sent to individual employees obtaining permanent status. Contributions must be made during the contribution period in order to continue participation in the Bank. All Sick Leave Bank contributions remain in force and cannot be returned, even upon cancellation of membership. Sick leave conversion shall not be affected by participation in the Bank unless the contribution is made from the current year's sick leave balance.

Initial Enrollment: An employee may join the Bank during the thirty (30) day after completion of their probationary period or within thirty (30) after being promoted, downgraded, or reclassified in to the bargaining unit, by application on the approved form authorizing the donation of one (1) day's sick leave. Any employee who chooses not to join at this time may not join until the next contribution period. Contributions must be made during a contribution period in order to continue membership in the Bank.

Contribution Period: A month designated by the Sick Leave Bank Board of Directors during those years in which it is determined that additional donations are necessary to maintain an adequate balance in the Sick Leave Bank.

Application for Benefits: Application for benefits from the Bank shall be made on the approved form. This form will be provided to members of the Bank by the Maryland Anti-Poverty Employees, AFSCME Local 2202 by contacting the Sick Leave Bank office at 1410 Bush Street, Baltimore, Maryland, 21230, 410-837-7278, Extension 182. This form must be completely and legibly filled out and returned to the office of AFSCME Local 2202 in order for the application to be considered by the Sick Leave Bank Board of Directors. The pertinent information requested shall include but not be limited to: Name, address, phone number, social security number, agency, payroll location, original entry date to city service, full or part-time employee status, regular number of hours worked a week, medical certification, leave balance certification, date of onset of illness, leave usage since onset of illness, name and telephone number of their authorized agency representative, applicant's signature (normally that of the employee; however, if the employee is incapacitated it may be a family member or legal representative). Falsification and/or distortion of information on any part of the application will result in denial or revocation of the grant, and loss of membership in the Bank.

Medical Certification: Legible, written certification on the Bank's medical certification form completed by the attending licensed physician is required upon application to the Bank. Such certification must include pertinent information as requested, included but not limited to: Initial date of illness or injury; date(s) and time(s) of necessary absences; expected date(s) of return to duty; diagnosis; prognosis; nature of illness or injury; and physician's name, address, and telephone number. The physician's medical certification must be verifiable by way of the physician's availability to discuss the contents with the Sick Leave Bank Board of Directors.

Leave Certification: Certification shall be provided in the form of a copy of the last payroll stub showing all current sick, vacation, personal leave and compensatory time balances. Agencies whose leave balances are not kept on the payroll file or when the last payroll stub is not available shall provide to the employee or person making the application to the Bank a statement of leave bal-

ances on the agency's letterhead signed by an authorized agency representative.

Serious Illness or Injury: A severe medical condition which temporarily incapacitates the employee and renders him/her unable to report for duty for an extended period of time, as certified by a physician.

Continuous Leave: Leave which may be granted when an illness or injury requires an uninterrupted absence for the purpose of medical treatments, surgery, convalescence, or other necessary medical reason, as certified by a licensed physician.

Intermittent leave: Leave which may be granted when an illness or injury requires intermittent absences for the purpose of medical treatments, surgery, or other necessary medical reason, as certified by a licensed physician.

Sick Leave Bank Board of Directors: The Sick Leave Bank Board of Directors (hereafter, the Board) shall be composed of four representatives of the Maryland Anti-Poverty Employees, AFSCME Local 2202 appointed by the President of AFSCME Local 2202, four representatives of the employer appointed by the Labor Commissioner. No person represented by AFSCME Local 2202 may be designated by the employer to represent the City on the Board.

Medical Advisor: One independent licensed city physician who is jointly approved by both the union and the employer shall serve as a Medical Advisor to the Board.

Secretary to the Board: AFSCME Local 2202 shall provide all secretarial support and administrative cost and support for the Board of Directors. The secretary to the board shall keep confidential all matters of the Bank.

Grant: Sick leave days given to a member from the Bank authorized by the Board.

RESPONSIBILITIES:

Employee: Eligible employees may elect to join the Bank at their option, subject to requirements for membership including the contribution of sick leave day(s). Members must furnish appropriate information as required in order to be considered for a grant.

Employer: The employer shall not influence any employee either to join or not to join the Bank. The employer shall provide the Board with rosters during the contribution period on which each employee will indicate whether he/she wishes to join the Bank for the current contribution period. The employer shall forward to the Board copies of initial enrollments during other times of the year.

Board of Directors: The Board of Directors shall be wholly responsible for the proper, fair and equitable administration of the Bank, the maintenance of sick leave days in the Bank, enrollment in or donations to the Bank, and the preparation of an annual report on the status of the Bank which will be available to any member upon request. The Board shall provide a copy of the annual report to the Office of the Labor Commissioner for their review and assessment. The Board shall meet at least bi-weekly or more frequently if needed. If a member of the Board is unable to attend any given meeting, that member shall make every attempt to designate an alternate to attend in his/her place and act on his/her behalf. A quorum of 50% of both employer and union representatives is required in order for the Board to consider applications. Meetings of the Board may be cancelled in the absence of applications for benefit needing consideration. The Board of Directors shall determine the eligibility of all qualifying employees applying for membership in the Bank and verify and retain annual membership records. The Board shall keep confidential all matters before it. The Board shall forward copies of the Sick Leave Bank grant forms bearing the signature of at least one union and one employer member of the Board (immediately, followed by originals sent through the interdepartmental mail) to Central Payroll Division (hereafter the CPD), and the employees, authorized agency representative. Employees shall be notified in writing by the Board of their decision at the address listed

on their application within ten (10) working days after the application is received. Decisions of the Board are final.

CPD and the Bureau of Management Information Systems (BOMIS): The CPD and BOMIS shall insure that contributions are promptly assigned to the Bank. The CPD and BOMIS shall also insure that grants from the Bank to an employee are promptly assigned, in accordance with this and other appropriate City policies. The CPD shall endeavor to give priority to those cases where corrections to previously submitted payrolls are necessary to insure continuation of health insurance.

Authorized Agency Representative: When necessary, authorized agency representative shall provide to the employee, family member, or legal representative making application to the Board on behalf of an employee leave balances as required for application. The authorized agency representative will ensure the timely notification to that person responsible for the affected employee's time-keeping and payroll of grants made by the Bank and ensure that the payroll is marked and leave time accrued in accordance with that grant. Authorized agency representatives shall be responsible for the distribution and collection of the Bank rosters during a contribution period and for collection of initial enrollment forms during other times of the year. They shall also be responsible for forwarding this information to the CPD and BOMIS.

Agency Personnel Officers: In addition, the Agency Personnel Officers shall cooperate in directing employees, their family members, or their legal representative to the authorized agency representative responsible for generating the leave certification. The Agency Personnel Officers shall cooperate with AFSCME Local 2202 in informing new hires of the existence of the Bank by providing them with Maryland Anti-Poverty Employees, AFSCME Local 2202 Sick Leave Bank brochure and the initial enrollment form. Brochures and initial enrollment forms will also be available from the Sick Leave Bank offices at 1410 Bush Street, Suite A or by calling 410-837-7278, Extension 182.

Eligibility for Benefits: In order to be eligible to apply for ben-

efits from the Bank, the employees must be a member of Bank and have exhausted all accumulated leave. The employee must have completed a mandatory ten (10) working day waiting period from the last working day. This waiting period may be fulfilled either while exhausting accumulated paid leave, or while on unpaid leave. Grants from the Bank shall not be retroactive to this ten day period. The Board shall have the authority to waive all or any portion of the ten (10) working day waiting period in the case of hardship or extenuating circumstances.

Requests for Intermittent Leave: If a request is for intermittent leave for the same illness or injury, or for a combination of consecutive and the intermittent leave, the medical certification must specifically note that the member must be absent from work at intermittent times for necessary medical reasons related to the serious illness or injury. The member must submit, as requested, periodic physician's statements to the Board stating that continued intermittent medical care is necessary and is directly related to the original illness or injury.

Grants from the Bank: No more than thirty (30) cumulative working days shall be granted at the first application for benefits. An employee may apply for subsequent extensions of up to ten (10) days each, to a limit of sixty (60) days for any one illness or injury during one twelve (12) month period. This limit is subject to review by the board based on usage. The Board has the discretion to request medical re-certification at 10 day intervals from grants exceeding ten (10) cumulative days. Applicants may submit requests for extensions to the Bank prior to the original grant's expiration date, but not for more than the maximum sixty (60) day limit. The Board of Directors reserve the right to set a limit, on a consistent basis, on the amount of leave granted to employees with serious illnesses or injuries.

Employee Status During Period(s) of Bank Use: While using sick days granted by the Bank, employees shall be considered in pay status and shall be entitled to all benefits, provided any required employee contributions are met for those benefits. While using days awarded by the Bank, any leave accrued will be used prior to any days remaining of the grant from the Bank.

Limitations on Grants: Leave from the Bank will not be granted for use during normal pregnancies. Applications related to pregnancies with serious pre-delivery or post-delivery complications will be considered on their individual merits. Return to work by an employee cancels any unused grant and returns the unused portion to the Bank unless the grant has been made for intermittent use. Members of the Bank who return to work during or after a contribution period, who do not have any sick leave to contribute for membership, may indicate on the roster the desire to continue as a member; however, membership will not become official until the necessary contribution has been made. The next accumulated sick leave day will be contributed to the Bank to meet the member's obligation.

Maryland Anti-Poverty Employees AFSCME Local 2202 Sick Leave Bank Questions & Answers

Q *Will donating this day affect me at sick leave conversion time?*

& A The donated day will be taken from your accumulated days and will not affect sick leave conversion unless you have no accumulated days and the donation is taken from the current year's sick leave days.

Q *I have cancer and have run out of sick leave. Not only will I be hospitalized a little longer but I am going to have to get ongoing treatments including chemotherapy and radiation therapy. Can I apply to the Bank to get coverage for my hospital stay and the treatments?*

& A The Sick Leave Bank provides for grants to persons who need to use sick leave continuously such as a hospital stay and intermittently for medical reasons such as treatments.

Q *When will the next contribution period be?*

& A The Board of Directors will decide when the next contribution period will occur. The decision will be based on the amount of days contributed during the last contribution period and how many grants were made to members of the Bank. When the days in the Bank are reduced to a certain level the Board of Directors will call for a contribution period.

Q *If I don't join now can I sign up later?*

& A If you have completed your probationary period and do not sign up during this contribution period you will not be able to sign up until the next contribution period. If you are still on probation, you will have thirty (30) days from the end of your probationary period to join by completing the membership application.

Q *Why is there a ten day waiting period?*

& A The ten day waiting period is intended to discourage abuse of the system, while not punishing persons who have accumulated sick leave during their employment.

Q *If I join the Sick Leave Bank can I still get extended sick leave?*

& A Yes. Maryland Anti-Poverty Employees, AFSCME Local 2202 Sick Leave Bank is separate from the City's extended sick leave program. A member of the Sick Leave Bank can apply for extended sick leave, apply for a grant from the Sick Leave Bank, or both.

Q *Where do I get the application to apply for benefits?*

& A You can get an application by calling the Sick Leave Bank office at 410-837-7278 or by going to the Sick Leave Bank office at 1410 Bush Street, Suite A, Baltimore, MD 21230.

Q *I'm a new employee, when may I join the bank?*

& A After you complete your probationary period you will have 30 days to decide to join the Bank. You will receive the initial enrollment form at the time you are hired. It is your responsibility to remember to submit the form at the end of your probationary period .