



# Sick Leave Bank Enrollment/Withdrawal Period January 10 – February 9, 2023



## Have you considered becoming a member of the Sick Leave Bank?

The Sick Leave Bank is the least expensive insurance you can buy – it costs only one sick leave day to join.

Some of the benefits of becoming a member of the Sick Leave Bank:

It eases the financial impact on you if you suffer a serious illness, accident or injury which requires you to be off work for more than 15 days and you don't have enough sick leave to cover the absence.

It's also a way to help your fellow employees in their time of need. If your colleague becomes ill and is a member of the Sick Leave Bank, your membership is one way you can help ease their burden.

If you have at least one year of service in a benefited position and have a current balance of at least six sick leave days, why not join today?

**During the 2020-2021 year, Sick Leave Bank provided over 58,000 hours of sick leave to over 500 employees for illnesses such as cancer, hip & knee replacement and heart disease.**



## Sick Leave Bank (SLB): What is it and how do I join?

Most people don't think about an illness or accident until it happens to them. Then, it's hard to face medical paperwork and mounting bills. The school district's Sick Leave Bank is a benefit to eligible employees who may suffer serious illness or injury.

Here are some frequently asked questions about the Sick Leave Bank.

### Q: What is the Sick Leave Bank?

**A:** The Sick Leave Bank is the contribution of employees' sick leave days that is used to cover member's serious illness, accident or injury. The SLB is designed to ease the financial impact of these situations. The SLB is for employees only – not spouses, children or other family members.

### Q: What events are covered by the Sick Leave Bank?

**A:** Examples include heart attack, cancer, automobile accidents or major surgery. Normal maternity leave and elective surgery are not covered. The employee must be either hospitalized, homebound under psychiatric care, temporarily totally disabled, and/or not able to perform the activities of daily living. Sick Leave Bank benefits begin following 15 days of absence within a 30 day period or the first day of unpaid leave whichever is later.

### Q: What is normal maternity leave that is not covered by the Sick Leave Bank?

**A:** Normal maternity leave that is not covered includes situations where being homebound is recommended as a precaution to bring the pregnancy to full term.

### Q: What is the maximum number of days I can be awarded from the Sick Leave Bank?

**A:** 100 paid sick leave days per twelve-month period. The lifetime maximum for any one illness, accident or injury shall be 100 days. Effective January 1, 2011, in the event a member draws a total of 100 days from the SLB over any period of time, such member shall reinstate membership by establishing eligibility.

### Q: How do I become a member?

**A:** If you have been employed with the school district for one year and have at least six days of accrued sick leave, you may enroll in the Sick Leave Bank by voluntarily contributing one sick leave day to the bank. Click the link to be taken to the OCPS employee portal. <https://sapportal.ocps.net/irj/portal>

### Q: When can I enroll?

**A:** There are two enrollment periods: the first 30 days of the first and second semesters of each school year. If you are already a member of the Sick Leave Bank it is not necessary to re-enroll.

### Q: How often do I contribute days?

**A:** When you enroll in the Sick Leave Bank, you contribute one day of sick leave. When the SLB balance falls below 300 days, all members will automatically be assessed an additional sick leave day. Typically, replenishment occurs once a year.

### Q: How do I apply for days from the Sick Leave Bank?

**A:** Sick Leave Bank does not work like overdraft protection; you have to file a request in order to receive days from the Bank. If you are a member of the SLB and anticipate using all your accrued sick leave days, you may apply for SLB days. Request forms can be mailed to you by Retirement Services. The application must be completed in order to be processed by Retirement Services. The request form can also be found on the [Retirement Services website](#). Requests are reviewed by the Sick Leave Bank Committee for consideration.

### Q: How does DROP affect Sick Leave Bank?

**A:** If you use the Sick Leave Bank while in DROP, the start date for SLB benefits would be adjusted to reflect the number of hours deposited into your Bencor account.

**Enrollment/withdrawal requests must be made NO LATER THAN Thursday, February 9, 2023. You must make your election through the Employee Self Service portal, under the Benefits, Sick Leave Bank Enrollment link.**