

## SICK LEAVE BANK APPROVAL COMMITTEE

2521 Riva Road, Suite L7, Annapolis, Maryland 21401

# SPECIAL INSTRUCTIONS

**IMPORTANT: Please read carefully and use the attached checklist.**

### APPLICANT:

1. Do not write below the double line on this application. That section is to be completed by your principal.
2. Please be advised that requests must be accompanied by all required paperwork and an explanation of medical conditions necessitating the request in legible layman's terms on the Medical Information Form. (See attached checklist.)
3. All requests to draw from the SLB must be made on the approved forms after the first day of absence has occurred. No applications will be considered prior to an employee's first day of absence. All completed forms must be received by the SLBAC within thirty (30) days of the first day of eligibility. The first day of eligibility for the initial grant is either the first unpaid day of absence due to the qualifying condition, or the eleventh consecutive day, whichever occurs later. All subsequent applications for grant extensions must follow the same thirty (30) day time line.
4. The committee meets regularly prior to each payday. All paperwork must be in to the TAAAC office by the Monday prior to payday during the school year or the request will be held over to the next meeting.
5. You will be advised of the Sick Leave Bank Approval Committee's (SLBAC) action on your application in writing, and by email if selected on your application. Please do not call the TAAAC office requesting this information from the TAAAC staff. Based in part on confidentiality requirements, the TAAAC staff has been instructed not to discuss action taken by the Sick Leave Bank Approval Committee.

### NOTES TO APPLICANT:

1. The AACPS may require you to apply for leave under the FMLA upon the exhaustion of paid sick leave.
2. Please call the AACPS Payroll Office in the event of a shortage in your biweekly pay.
3. If your qualifying illness or injury is mental or emotional (such as depression) your Medical Information Form must be completed by an appropriately licensed medical/psychiatric or mental health care provider. (See Rule 7, page 2)
4. Please be aware, the Bank Request Form and Medical Information Form must be submitted as original forms. No photocopies, facsimiles, texts, or emailed forms will be accepted. **However, original Bank Request Forms may be emailed directly from the administrator who signs the form to the TAAAC office. Also, the Medical Information Form may be faxed or emailed directly from the doctor's office to the TAAAC office.** Fax: 410-841-5117 Email: taaacslb@mseanea.org

### PRINCIPAL:

1. When completing verification of absence, please write in the first day of absence rather than the first grant day requested. This will allow the committee to determine if the 10-day window has been met.
2. Remember, the applicant must actually be absent from work in order for the administrator to verify the absence.