



## UTD SICK LEAVE BANK WITHDRAWAL OF BENEFITS CLAIMS

Any member of the UTD Sick Leave Bank shall be eligible to submit a claim whenever the following conditions have been met:

- Exhaustion of all sick leave days plus a period of 10 workdays or more without pay due to injury or illness of self. Those 10 days are not payable.
- There is a 90-working day waiting period after initial enrollment before any claims will be honored.

Upon receiving a request to apply for benefits, UTD will send by mail a "Medical Documentation Request" application to be completed by the member and physician. No claims will be processed unless the application has been duly completed and returned to the UTD office.

All claims will be reviewed and awarded by the Sick Leave Bank Committee during a regular meeting. The Sick Leave Bank Committee convenes when there are a minimum of 10 claims ready for processing.

The Sick Leave Bank Committee shall abide by the following regulations:

- Benefits will only be awarded **once** for the same diagnosis.
- The maximum award per claim will consist of 30 working days within a 12-month calendar period.
- Awards will be granted based on the employee's daily rate.
- No claims will be awarded for pregnancy and childbirth unless there are medically documented conditions such as a high risk pregnancy requiring confinement to home or hospital, emergency C-Section, etc. Only the first emergency C-Section will be eligible for benefits. The maximum benefit for a qualified C-Section will consist of a confinement period of 6 weeks after the surgery is performed. Therefore, the maximum award for a qualified C-Section shall be for 20 working days, once the 10-day elimination period is applied.
- Once an applicant has received 30 Sick Leave Bank days, they will be removed from the Sick Leave Bank. Any employee removed from the Sick Leave Bank may re-enroll 12 months after having been removed from the Sick Leave Bank by accruing the required 5 sick days again and donating another sick day.

After claims have been reviewed and awarded by the committee, they are sent to the MDCPS Payroll Department for processing. Payments will be issued as expeditiously as possible after the claimant has missed the number of workdays awarded by the committee.