

ESPBC Sick Leave Bank (ESLB) Procedures

- 1) Eligible employees represented by the Education Support Professionals of Baltimore County (ESPBC) bargaining unit applying to draw from the ESPBC Sick Leave Bank (ESLB) must complete an ESLB Claim Form and send it to the ESLB Governing Committee at eslb@mseanea.org prior to using all their accrued sick and rolled leave. This leave is intended to provide leave to employees who will be returning to work except for employees who submitted a complete application and complied with all requirements and deadlines for information related to the application for retirement.
- 2) Except in an emergency, the ESPBC Claim Form should be submitted as noted above at least ten (10) duty days prior to the date the employee wants to begin drawing from the ESLB.
- 3) The ESLB Governing Committee meets on a bi-weekly basis and will review the employee's claim at the next scheduled meeting. Claim forms are due to the ESPBC office no later than 4 p.m. on the Friday before the scheduled ESLB meeting.
- 4) The ESLB Governing Committee will notify the employee and the Office of Employee Absence and Risk Management in writing of its decision regarding the use of the ESLB.
- 5) The Office of Employee Absence and Risk Management will confirm the ESLB sick leave claims and the decisions of the ESLB.
- 6) The employee or his/her representative may submit a written appeal of the ESLB's decision to deny the request to draw from the ESLB. The employee should send the completed claim form and copies of the appeal to the ESPBC Board of Directors at eslb@mseanea.org.
- 7) The ESPBC Board of Directors will respond to the appeal within ten (10) duty days of the receipt of the appeal. However, the Board may request additional medical information from the employee's physician or obtain an independent medical opinion regarding the employee's condition, diagnosis, treatment, prognosis, and anticipated date of return to work. The ESPBC Board of Directors may also request information confirming compliance with ESLB rules and procedures. The employee will continue to be paid his/her regular salary pending the outcome of the appeal. The decision of the ESPBC Board of Directors is final.
- 8) Withdrawals from the ESLB may not exceed twenty (20) days per claim form, unless otherwise medically necessary and documented.
- 9) Employees drawing from the ESLB may submit a request for an extension of the ESLB benefit prior to the expiration of the current request. A request for extension may be made by completing an ESLB Claim Form and sending it to the ESLB Governing Committee. The review and notification process of an extension request will follow the process described above.
- 10) The ESLB Governing Committee will notify employees of its decision regarding the extension request. If denied, the employee will be advised of, the reason(s) for the denial, and the employee's right to appeal.