



PITTSBURG EDUCATION ASSOCIATION

est. 1949

925-432-0199

president@peateachers.org

www.peateachers.org

159 East 4th Street Pittsburg, CA 94565

(updated as of 12/19/24)

CATASTROPHIC LEAVE BANK APPLICATION

Please complete all information below and email back to president@peateachers.org

Name _____

School Site _____

Note: Doctor's verification of illness or disability and request for leave **MUST** go directly to PUSD Human Resource, do not send to PEA.

I hereby request that the Catastrophic Leave Bank Committee consider my request for the donation of sick leave from the P.E.A. / P.U.S.D. Catastrophic Leave Bank and am a current member of PEA in good standing and have checked to ensure I am on the current Catastrophic Leave Bank donation list.

Signature _____

Date _____

(for office use only)

Approved _____

Denied _____

Signature of PEA President or Designee _____

Comments:



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7.17 CATASTROPHIC SICK LEAVE BANK

7.17.1 The Catastrophic Sick Leave Bank shall be created to assist employees who have a long-term illness or disability as verified by a physician and who have exhausted their accumulated sick leave. Only individuals who have contributed to the Bank shall be eligible to draw from the Bank. Once the Association has approved a unit member's application for Association Leave, the unit member shall forward to Human Resources their verified physicians note. **7.17.2** Only bargaining unit members who have ten (10) days of accumulated sick leave may contribute one (1) sick leave day to the Bank. All donations to the Bank shall be irrevocable.

7.17.3 Catastrophic Leave Bank Committee A. The Association shall establish a Committee to review and approve or deny requests from the Bank. B. The Committee shall consist of six (6) members. Five voting members shall be appointed by the Association and one ex-officio member shall be appointed by the District. C. The District's non-voting member shall serve as a communication liaison between the Committee and the District's Business Office. D. The Committee will treat all applications and attendant information as confidential information. E. The District, upon request, shall provide the Committee information necessary for administration of the Bank.

7.17.4 The maximum cumulative number of days which any one person may be granted from the Bank during his/her period of employment with the District is thirty (30) days. Members of the Bank may draw from the Bank after all sick leave has been exhausted. A member who draws from the Bank will be paid at his/her regular daily rate of pay. Sick leave from the Bank may not be granted for periods of disability when monies are being paid to the bargaining unit member under Article 7.6 - Industrial Accident or Illness Leave.

7.17.5 Applicants for benefits from the Bank must make application to Association.

7.17.6 At the beginning of each school year there will be a six-week open enrollment period. Bargaining unit members must notify the Sick Leave Bank Committee, in writing, of their desire to participate in the Bank. At the close of the enrollment period, the Association shall notify the Business Office of the participating individuals, the total number of days contributed and a copy of the written authorization to deduct sick leave. New unit members employed after the open enrollment period shall have thirty (30) days to enroll in the Bank. Membership in the Bank is continuous unless a member notifies the Association, in writing, of their desire to cancel their participation in the Bank, or they decline further contribution to the Bank as outlined in section 7.17.7 immediately below.

7.17.7 All unused days contributed to the Bank shall be carried over from year to year. When the total number of days in the Bank is reduced to thirty days (30) or less, the Committee shall inform the Bank membership that in order to continue membership in the Bank, the member shall be required to donate an additional day. Members of the bank who elect not to donate an additional day shall no longer be participants in the Bank, and the District shall be so notified. The maximum amount of days that can be drawn from the Bank in any one school year is one hundred (100) days. All donations to the Bank shall be non-refundable. Example: Year Days 2000-2001 Bank starts with: 140 days Days used from the Bank: -90 days 2001-2002 Bank starts with: 50 days Days used from the Bank: -30 days Days available to members: 20 days Members of the Bank shall be required to donate an additional day in order to continue membership.

7.17.8 The Association shall give a statement of each individual's participation in the Bank to the District Business Office, so it can be included in the yearly sick leave accounting.

7.17.9 The Catastrophic Sick Leave Bank shall become effective October 15, 2001.