



Medical Emergency Pool Administration Policy

Eligibility:

- The Medical Emergency Pool (MEP) is for a teacher or an immediate member of their immediate family with a catastrophic accident or illness (medical emergency) and requires care from the teacher. A medical emergency is a major illness or other medical condition that requires more than ten consecutive days of absence from duty.
- Written verification of the condition giving rise to a medical emergency from the physician, stating the number of possible days needed, must accompany the MEP application. If Human Resources already has this documentation please note this.
- Individual must have donated at least one Personal Absence Leave (PAL) day within the last four school years.
- Term of membership in the MEP is for four school years inclusive of the school year enrollment occurs.

Ineligibility:

- Individuals receiving workman's compensation.
- Individuals receiving Long Term Disability.

Application Process:

- Teachers applying for MEP time will fill out the Application for MEP Time, obtain a written certification from the appropriate treating physician, and an authorization giving the District permission to share the information with the Union.
- All of the above paperwork should be submitted to MEP Committee Chair, currently Andy Craig at Lake Middle School (acraig@sowashco.org).

- Applications for the MEP may be filed, but will not be approved or denied until all paid absence leave days have been exhausted.
- Members will receive written notice of approval and days granted or denial. The district will receive written notice of the approval and number of days granted.
- The committee will look at all applications, as dictated by HR, with names redacted.
- The committee will meet as needed at the earliest possible date.
- MEP benefits shall end upon a teacher qualifying for benefits for either LTD or if the teacher has already accessed the bank for a maximum of 30 days during that school year or 60 days during the member's career with the District. Additionally the amount of days members can be granted is limited to their maximum potential accrued leave. (15 days of paid absence leave can be accrued each year.)
- MEP application forms will be available at the United Teachers of South Washington County (UTSWC) office or may be accessed on the UTSWC website.

Illness/Injury Leave Bank Management:

- The maximum number of MEP days available per person per application will be based on the bank's current balance, not to exceed 30 days per school year or 60 days during the member's career with the District. The committee will use the following guidelines.

Days Donated	Maximum Days that may be granted per application	Maximum Hours that may be granted
0-100	5	37.5
101-200	10	75
Over 200	15	112.5

- Part-time Calculation: FTE x Maximum Hours Granted
- Members will be informed of the MEP total each spring and fall to help them make decisions about donating days, keeping in mind that the number of days that may be granted per occurrence is dependent on the total number of donated days in the bank.