

ANTIOCH UNIFIED SCHOOL DISTRICT

Benefits Department

Memorandum

TO: All Antioch Education Association Members
FROM: Benefits Department
SUBJECT: **CATASTROPHIC LEAVE BANK**

The AEA contract includes a provision for a Catastrophic Leave Bank to assist all bargaining unit members who have a long-term illness or disability.

Only individuals who have contributed to the Bank shall be eligible to draw from the Bank. Bargaining unit members who have at least ten (10) days of earned sick leave may contribute one (1) sick leave day to the Bank. New employees are given 10 days upon their hire date. All donations to the Bank are irrevocable.

A committee has been established to review and approve or deny requests from the Bank. This committee shall consist of two members appointed by the Association and two members appointed by the District. All requests should be submitted in writing to this committee and will be strictly confidential. The maximum number of days that any one person may be granted from the bank is 30 days.

Employees may join the Catastrophic Leave Bank within the first thirty (30) days of being hired. Thereafter, an employee may join during the annual open enrollment.

If you would like to be a member of the Catastrophic Leave Bank and **have not** previously signed up, please complete the form below and return it to the Benefits Department. Complete details of this program are available upon request and are included in your contract under Article 18.4 – Employee Benefits.



CATASTROPHIC LEAVE ENROLLMENT FORM

NAME _____ DATE _____
(PLEASE PRINT)

SITE(S) _____

I wish to contribute one (1) sick day to the Catastrophic Leave Bank.

SIGNATURE _____

PLEASE RETURN TO THE BENEFITS OFFICE