

ASSOCIATION OF PROFESSIONAL AND TECHNICAL ADMINISTRATORS
AND
THE WASHOE COUNTY SCHOOL DISTRICT

SICK LEAVE BANK ENROLLMENT / AUTHORIZATION

I understand that in order for me to participate in the Sick Leave Bank for professional and technical administrators, I must be an employee covered by the Negotiated Agreement between the Association of Professional and Technical Administrators and the Washoe County School District.

I hereby authorize the Washoe County School District Human Resource Department to transfer one (1) day of my sick leave to the Association of Professional / Technical Administrators Sick Leave Bank. (Please check the box for authorization.)

Upon my retirement, I hereby authorize the Washoe County School District Human Resource Department to transfer one (1) additional day of my sick leave to the Association of Professional / Technical Administrators Sick Leave Bank. (Please check the box for authorization.)

I understand that my participation will automatically continue from year to year unless I notify the APTA Sick Leave Bank Committee in writing during the open enrollment period of September 1 to October 5, of my intent to withdraw.

In the event I withdraw I understand that the sick leave days I have donated will not be reinstated to me.

I also understand that if the Sick Leave Bank ever falls below 100 days, at the end of the fiscal year, the Association will inform the participants of a needed assessment. Such assessment will automatically take place at the earliest date in the next school year. I will have the opportunity to withdraw prior to any special assessment.

Please forward the completed form to APTA Sick Leave Bank, Attention: Tami Zimmerman, Facilities Management.

through school mail. **PLEASE DO NOT SEND THIS FORM TO THE WASHOE COUNTY SCHOOL DISTRICT'S HUMAN RESOURCE DEPARTMENT.**

Name (Please Print)

Employees Location (Please Print)

WCSD Employee ID Number

Date

Signature

PERSONNEL USE ONLY

Certified Administrative Personnel

or Non- Certified Administrative Personnel

Administrative Leave Available? Yes No

Vacation Leave Available? Yes No

Sick Leave Available? Yes No

I.D. NUMBER

LOCATION

PART TIME/FULL TIME

PURPOSE

The Association of Professional and Technical Administrators have understood and accepted that this Bank is to assist employees who have profound long term illness or disabilities and who have exhausted their sick leave, administrative leave, and vacation day's accumulation.

ELIGIBILITY

Sick Leave Bank Enrollment/Authorization forms can only be accepted during the open enrollment period of September 1 through October 5. The exception is for new hires that shall have 30 days from their employment date in which to enroll.

All employees covered by the Negotiated Agreement of the Association of Professional and Technical Administrators may become members of the Sick Leave Bank by voluntarily contributing one (1) sick leave day for the establishment and operation of the Bank.

An employee who withdraws from the sick leave bank may not be reimbursed for the sick leave days already contributed.

Only individuals who have contributed to the bank are eligible for benefits.

If the total number of days in the Sick Leave Bank is less than 100, the Association will inform the Sick Leave Bank membership that a special assessment of one (1) sick leave day per member will be made in the month of July.

Any employee who retires from the District may elect to donate one (1) additional day at the time of his retirement from his remaining accumulated sick leave.

ASSISTANCE

Employees must have exhausted their sick leave, administrative leave, and vacation day's accumulation.

Employees who wish to apply for assistance from the sick leave bank shall complete and submit a Sick Leave Assistance Application to the APTA Board.

Responsibility for determining who shall receive days from the Sick Leave Bank rests exclusively with the Association. The Association holds the District harmless in the *event* of any action by an employee relative to use of the bank.

Those employees enrolled in the Bank will automatically continue their participation from year to year unless they notify the Association in writing of their intent to withdraw from

the Bank. Such withdrawal from the Bank must occur during the enrollment period and will not result in re-instatement of the time contributed to the Bank.

At the end of each fiscal year, all days in the bank will be carried over to the next fiscal year.

For complete information pertinent to the Sick Leave Bank please see The Negotiated Agreement between the Association of Professional and Technical Administrators (APTA) and the Washoe County School District (WCSD). Article 12.5

[NOTE: The APTA and the Washoe County School Principals' Association (WSPA) have agreed to share and administer having equal access to the employees' Sick Leave Bank (See Appendix F)].