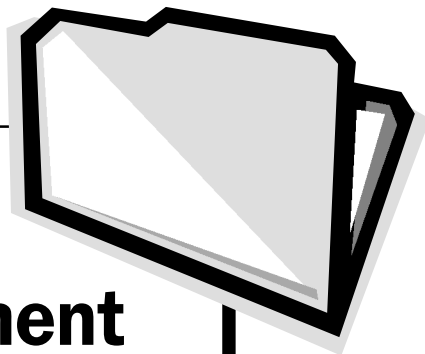




SAAAAAC



Negotiated Agreement

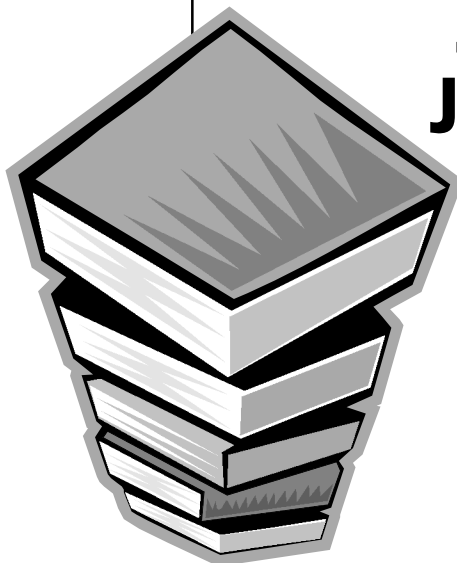
between

**the Secretaries and
Assistants Association
of
Anne Arundel County**

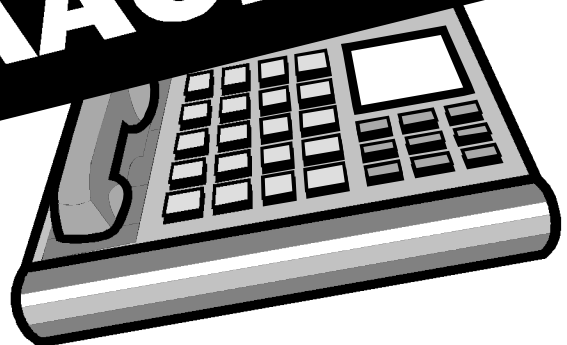
and the

**Board of Education
of Anne Arundel County**

**July 1, 2007-
June 30, 2011**



AACPS



9.5 Limit for Returning Employees

A Unit IV employee who is reemployed within five years of her/his separation date shall be credited with unused sick leave he/she had accumulated during her/his previous employment with Anne Arundel County Public Schools.

9.6 Sick Leave Bank

All Unit IV employees on active duty in Anne Arundel County are eligible to contribute to a sick leave bank. Contributors shall be permitted to apply for use of the bank for salary payment to cover periods of catastrophic personal illness of the employee during the regularly scheduled duty days, after regular sick leave has been exhausted.

The contribution on the appropriate form shall be authorized by the employee and continued from year to year until canceled in writing by the employee. Cancellation, on the proper form, may be elected at any time and the employee shall not be eligible to use the bank as of the effective cancellation date. Sick leave properly authorized for contribution to the bank shall not be returned if the employee effects cancellation.

Contributions shall be made between July 1 and September 30. Employees returning from extended leave of absence, reassigned employees and new employees may contribute within 60 school days upon reassignment or employment.

The annual rate of contribution may be a maximum of one day per year and must be in whole day increments.

Members shall be permitted to apply for leave from the sick leave bank. In no case shall the granting of leave from the bank cause a member to receive more than her/his annual salary.

Members must use all accumulated sick leave before applying for leave from the bank. Application for use of the bank shall be made on the required form and submitted to the approval committee.

A three-member approval committee, appointed by the president of SAAAAC, shall have the responsibility of receiving requests, verifying the validity of requests, recommending approval or denial of the requests, and communicating its decision to the employee and the Director of Human Resources. The committee shall develop its rules of procedure and shall give wide distribution to said rules upon approval of the Executive Officers of SAAAAC and the Superintendent's Council.

The Director of Human Resources shall approve these bank grants as being for catastrophic illness and that sick leave is exhausted and forward payment authorization to the Payroll Department.

Bank grants shall not be automatically carried over from one fiscal year to another. All bank grants shall end as of June 30 or the last duty day of the school year and must be renewed through the approval committee and the Director of Human Resources each fiscal year.

If a member does not use all of the days granted from the bank, the unused sick leave bank days shall be returned to the bank.

Any unused sick leave days remaining in the bank on June 30 shall be carried into the next fiscal year.

The Board will sponsor the cost of the sick leave bank but not beyond a maximum dollar amount of \$125,000 per fiscal year beginning on July 1, 2000, except that if a lesser amount is expended the unused portion shall be added to the following year. Money expended shall be calculated as days used times average daily salary for Unit IV employees.

SAAAAC shall indemnify and hold harmless the Board regarding any legal claims, actions, or suits relating to SAAAAC's administration, function and operation of the Sick Leave Bank.

9.7 Assault Leave

A Unit IV employee who is absent due to physical disability/injury that results from an assault while in the scope of Board employment shall be kept on full pay status and shall not be required to use sick leave during the period of absence. In this section and in section 4.11, assault is defined as an attempt by a person to cause or purposely, knowingly or recklessly cause bodily injury to a Unit IV employee; or cause bodily injury to a Unit IV employee with a deadly weapon.

10.4 Compensation

All permanent Unit IV employees who are terminated shall be reimbursed for accumulated annual leave in accordance with their salary at the time of their termination. The maximum number of days of annual leave for which any Unit IV employee may be paid upon separation is the same as the maximum number of consecutive days that h(he) may use during a fiscal year.

Exception: In her/his last year of employment prior to retirement a Unit IV employee may carry over 18 days of unused annual leave to give her/him a maximum of 44 days at the end of her/his last full fiscal year of employment, provided they have worked 15 years or more.

ARTICLE 11 **OTHER LEAVES**

11.1 Bereavement Leave

Each Unit IV employee shall be granted four (4) workdays of absence without loss of salary on the death of a spouse, child, stepchild, parent, step-parent, sibling, stepbrother, stepsister, parent-in-law, daughter/son-in-law, grandchild, and grandparent or anyone who has lived regularly in the employee's household.

Each Unit IV employee shall be granted three (3) workdays of absence without loss of salary on the death of an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, and spouse's grandparent.

One of the days must be the day of the funeral or interment. The remaining days may be taken immediately before, immediately after or surrounding the day of the funeral or interment, to meet the needs the circumstances dictate for the Unit IV employee.

Upon written request from the employee, stating the circumstances which made additional time necessary, the Superintendent may authorize an additional workday.

11.2 Worker's Compensation

When a Unit IV employee sustains an accidental injury arising out of and during the course of her/his employment with the school system, and such injury is compensable under the Worker's Compensation Law of the State of Maryland, the employee shall, during the period h(he) is being paid Worker's Compensation, receive full salary less the amount paid by Worker's Compensation up to but not exceeding 60 workdays from the date of injury. This leave shall not be charged against the employee's sick leave.

If the employee is continued on temporary total disability payment from Worker's Compensation beyond the 60-day period, the following options shall be available to her/him:

- a. (S) He may elect to use her/his earned annual leave (vacation), during which period (s) he shall receive her/his regular salary plus any amount awarded as temporary total disability payments under Worker's Compensation Law.
- b. (S) He may elect to use her/his earned sick leave credits, during which period (s) he shall receive her/his regular salary, provided any amount awarded as temporary total disability payments under Worker's Compensation Law is endorsed by the employee over to the Board.
- c. (S) He may request a leave of absence.

The Board reserves the right to assign the physician in any case in which the Board supplements the payments of Worker's Compensation to an employee.

11.3 Religious Observance

Upon request, Unit IV employees shall be granted up to three days per school year with pay for day(s) of religious observance where work on such days would make observance of their religion difficult or impossible, as verified by the proper religious authorities.

11.4 Civil Leave

While on Maryland jury duty, a Unit IV employee shall be permitted to be absent from assigned duties without loss of pay or charge against leave credits. A Unit IV employee serving jury duty shall not be required to endorse her/his jury duty check to the Board in order to have her/his full salary continue.