

# **AGREEMENT**

between the



**BALTIMORE TEACHERS UNION  
AMERICAN FEDERATION  
OF TEACHERS, LOCAL 340  
AFL-CIO**

**AND**

**BALTIMORE CITY BOARD  
OF  
SCHOOL COMMISSIONERS**

**2005-2007**

leave may be converted to cash. An employee's days of personal business leave which, unused, have been accumulated as sick leave is not subject to annual sick leave conversion.

4. An employee may convert to cash either all or none of the days to which he is entitled. Conversion of only some of the days to which an employee is entitled is not allowed.
5. Payment for sick leave conversion will not be included in the employee's regular salary check, but will be made by a separate check. These checks will be issued no later than December 24 each year, and will include the usual deduction for taxes and Social Security.
6. ~~Sick leave conversion will not be paid during the 2003-2004 contract year only.~~

### **B. Upon Termination**

In addition to the above sick leave conversion, employees who are pensioned or who elect to terminate their BCPSS service without pension and have completed at least twenty (20) years of service, regardless of age, shall be entitled to convert one (1) day's pay for each four (4) days of unused accumulated sick leave at the time of their retirement and/or termination from BCPSS service.

### **15.4 Sick Leave Bank**

- A. The Sick Leave Bank will continue in effect.
- B. Effective July 1, 1980, membership in the bank was voluntary for all employees. Thereafter, all new employees who request membership will be assessed one day of sick leave for deposit in the bank.
- C. A member of the bargaining unit may participate in the bank only after:
  1. Filing application with the Sick Leave Bank Committee;
  2. Submitting satisfactory medical evidence of the illness;
  3. Submitting evidence of having exhausted all accumulated leave;
  4. Satisfying such other criteria as may be established by the joint committee which includes an evaluation of the teacher's past sick leave usage record.
- D. A joint committee of six (6) members, half named by the Board and half named by the Union, will administer the Sick Leave Bank and establish specific procedures for its utilization.
- E. Any employee who contributed one day to the Sick Leave Bank shall not be charged a sick leave day for the purpose of sick leave conversion. The day will be drawn from the prior year's accumulated sick leave, except in the event that the employee has no sick leave, in which case that day will be drawn from the current year.
- F. New employees must join the Sick Leave Bank within the first thirty (30) days of their employment or lose their right to do so.
- G. Employees may relinquish their membership in the sick leave bank at any time; if they do so, however, they will lose both their contribution in the Sick Leave Bank and their right to rejoin the bank at a later date.
- H. A member will lose the right to utilize the Sick Leave Bank if his employment with the Baltimore City Public School System is terminated.
- I. All contributions will remain in force and cannot be returned even upon cancellation of a membership. In no case will the granting of leave from the bank cause a member to receive more than his or her annual salary.
- J. All unused sick leave days in the bank at the end of a school year shall be carried over to the next school year.

### **15.5 Job-Related Injury**

- A. Employees who sustain injuries occurring in connection with their assigned duties and not as a result of their own negligence shall be eligible for leave of absence without loss of pay up to a maximum of one year from the date of the job-related injury. The leave is subject to the

approval of the Board's MRO or designee. The employee shall submit to re-examination by the Board's MRO or designee periodically as required, but at least every three (3) months. In any case where the injury requires an extended leave of absence the Board may request that the employee be considered for retirement because of accidental disability.

No employee shall be entitled to receive Workers' Compensation benefits for temporary total disability during the time, or covering the period, that said employee is receiving his or her full salary for job injury leave as outlined above.

- B. Absence due to disability resulting from an assault will be covered by an assault leave. This leave will not be charged to sick leave. The teacher will be in full pay status for the duration of the disability.
- C. There will be a Joint Union/BCPSS Oversight Committee established to review all employees rejected or released on the basis of decisions made by the Board's MRO or designee.
- D. The Union and the Board's MRO or designee shall meet quarterly or more frequently as needs dictate to review and discuss problems of unit members who must report to the clinic because of job-related injuries.

### **15.6 Personal Business Leave**

- A. An employee shall be granted one (1) day leave of absence each year for necessary personal business without loss of pay. If unused, such personal business leave shall be accumulated as sick leave, but not subject to annual sick leave conversion.
- B. Each employee shall be permitted to use up to three (3) days per year of accumulated sick leave for necessary personal business which shall be non-cumulative from year-to-year and shall be treated as sick leave.
- C. A request for personal business leave either on the day before or after a holiday or on the two (2) days preceding the last day for students in June may be honored only upon satisfactory justification by the employee that said business cannot be rescheduled to a day other than those mentioned above. Recommendation for approval of the personal business leave mentioned in the above paragraph will be made by the school Principal to the appropriate AAO.
- D. Personal leave shall not be unreasonable denied provided that the employee requests such leave at least two (2) working days in advance. In bona fide emergency situations, the two (2) days' notice may be waived. Except as stipulated in paragraph C above, employees shall not be required to give explanation other than that the leave is being requested for personal business.

### **15.7 Field Trips**

It is not the policy, when permission has been granted, to require teachers to use sick or personal leave when they take students on field trips.

### **15.8 Other Leaves of Absence Without Pay**

Employees may be granted leaves of absence without pay upon recommendation by the CEO and approval of the Board of School Commissioners, according to the policies and procedures of the Rules of the Board of School Commissioners.

### **15.9 Sabbatical Leave**

- A. Employees who have served as full-time employees for a period of seven (7) or more consecutive years, including probationary or elected service, in BCPSS may be granted