

MOUNTAIN BROOK SCHOOLS CATASTROPHIC ILLNESS PROCEDURES

You must be a member of the Sick Leave Bank in order to donate or receive Catastrophic Sick Leave.

A Catastrophic illness is any illness, injury, pregnancy or medical condition related to childbirth certified by a licensed physician which causes the member to be absent from work for an extended period of time.

The beneficiary employee must submit to the Personnel Department of Mountain Brook Schools a statement from a licensed physician defining the catastrophic illness and the date you can physically return to work. If the illness pertains to anyone other than the employee or a member of the immediate family as set forth in the Mountain Brook Board of Education policy, the employee must also submit in writing the circumstances to justify a catastrophic leave.

If possible, the beneficiary employee must also submit in writing to the Personnel Department of Mountain Brook Schools their request for catastrophic leave and their consent to receive donated sick days along with a sick bank application requesting to borrow 15 days.

A determination will be made if a catastrophic leave is applicable in accordance with State guidelines to approve/disapprove the request. The employee will be notified in writing of the decision by the Sick Leave Bank Chairperson.

After an employee has exhausted all of their accrued sick, personal, compensatory and vacation leave, members of the sick bank in all Alabama public education systems may donate up to thirty (30) days each to the receiving employee. The same goes for Mountain Brook employees who wish to donate to someone outside the district. The form is available on the Mountain Brook website. Unused donated days will be returned to the donating employee. Donated days do not have to be repaid.

Q: How do I qualify for Catastrophic Illness for sick leave days?

A: You must be a member of the Sick Leave Bank to accept or donate sick leave days.

Q: How is Catastrophic Illness defined?

A: Any illness or injury, certified by a licensed physician, which causes the member to be absent from work for an extended period of time.

Q: How may I apply for Catastrophic Leave?

A: If possible, you must send a signed letter requesting a catastrophic leave of absence and the dates of the leave. A physician statement must accompany your letter.

Q: How may I donate sick leave days to a participating member approved for Catastrophic leave?

A: Complete a "Catastrophic Sick Leave Transfer" form available on the Mountain Brook website.

Q: How many sick days may I donate for a Catastrophic Illness?

A: You may donate up to thirty (30) sick days.

Q: How many Catastrophic sick days may I accept?

A: As many days that are needed and certified by your physician for your leave of absence.

Q: Can members of a Sick Leave Bank at another Alabama public education system donate days to employees at Mountain Brook and vice versa?

A: Yes. The Sick Leave Banks are authorized by the State of Alabama to send sick days to other Sick Leave Banks within the public education system in Alabama. This is only allowed when a participating member has been approved for catastrophic illness.