



UTD SICK LEAVE BANK WITHDRAWAL PROCEDURES

UTD/M-DCPS CONTRACT

APPENDIX G – SICK LEAVE BANK - Section 4-Withdrawal Procedures

Participating members who meet the following criteria may apply for withdrawal of days from the UTD Sick leave Bank after:

- 1. EXHAUSTION OF ALL PERSONAL SICK LEAVE DAYS**
- 2. CONFINEMENT FOR 10 WORKING DAYS OR MORE WITHOUT PAY** (*You will not receive reimbursement for the first 10 days without pay. However, you may receive up to 30 days from the bank, starting on the 11th day.*)

All applications are subject to final approval by the UTD Sick Leave Bank Committee.

- **The maximum number of Sick Leave Bank days that may be approved for any participating member is 30 days per 12-month period.**
- **There is a 90-day waiting period after initial enrollment before any claims will be honored.**
- **No claims will be awarded by the committee for pregnancy and childbirth, unless there are complications.**

The SLB Committee reviews all claims and forwards them to the M-DCPS Payroll Department for payment. The Payroll Department will initiate a separate check and mail to your home address or direct deposit it into your account.

The UTD Sick Leave Bank Committee will meet once a month to determine how many days will be awarded to each claimant. A letter of approval or denial will be sent to the claimant. You can ask for a claim form by calling **305-854-0220** or get one on line at www.UTD.org.

The above explanation represents a summary of the contract language.
For more information, please refer to the UTD/M-DCPS Contract,
Appendix G – Sick Leave Bank.

The people indicated below are responsible for the UTD Sick Leave Bank:

UNITED TEACHERS OF DADE CONTACTS

Michael Molnar, Staff Consultant, 305-854-0220
Madeline López, Staff Consultant, 305-854-0220 # 232
Alfred Thomas, Teacher and Committee Member
Dr. Marshanell Topping, Teacher and Committee Member

MIAMI-DADE COUNTY PUBLIC SCHOOLS CONTACTS

Maria Tabares, MDCPS Payroll Department 305-995-1677