

HISD 2018-19

Supplemental Sick Leave Bank Program (SSLB)

Questions and Answers

If I am a member of the SSLB program, do I need to submit an enrollment form?

No. Current members are automatically re-enrolled during open enrollment. One local personal leave day is automatically transferred to the SSLB. It is the employee's responsibility to ensure the leave day is deducted from the paycheck at the beginning of the school year.

If I terminate SSLB membership, are my contributed leave days returned to me?

No. All contributed days will remain in the SSLB program.

What are the SSLB eligibility conditions?

An employee must be eligible to participate in the Teachers Retirement System of Texas and be actively employed on a regular basis; or be eligible to earn local personal leave and have available at least one day of local personal leave to contribute to the SSLB at the time the deduction is made.

Is there a deadline for applying for benefits?

Yes. A request for benefits must be received within 30 days from the date you began losing paid employment time for which you are currently seeking SSLB leave days. Failure to submit a timely request will constitute a waiver of the option to request such leave days from the SSLB.

How soon can I apply for benefits?

Employees can submit a claim before exhausting other paid leave. Enrolled members can apply for SSLB days at any time. Newly enrolled member claims will be considered following the start of the enrolled plan year or enrollment period, whichever is later.

What is the maximum number of paid SSLB days?

As a member, you may request up to 30 days during a program plan year. You can apply for benefits as many times as necessary, not to exceed the 30-day limit per year.

What type of illness qualifies me to receive a benefit?

Your absences must be the result of a catastrophic illness. A catastrophic illness is an illness resulting in temporary disability due to sickness, surgery, injury, or complication of pregnancy and the severity requires ongoing services of a licensed medical practitioner and prevents the employee from performing the regular material duties of his or her employment assignment for more than seven (7) work days.

What is the value of an SSLB day?

The value is equal to the member's earned daily rate of pay. Granting SSLB benefit days will not cause the employee's salary to increase.

Will I be paid for unused SSLB days?

No. The SSLB is not a personal leave-accumulating bank.

Am I eligible for SSLB benefits if also receiving Workers Compensation income?

Yes. The SSLB will coordinate all eligible benefit payments to ensure the combined monies received do not exceed the member's daily rate of pay.

If my request for benefits is denied, can I appeal?

Yes. Appeals are handled on an individual basis by the disability carrier and are coordinated by the HISD Employee Support Services unit.

How do I cancel my enrollment in the SSLB program?

You may terminate your membership by completing the termination portion of the Membership Enrollment and Termination Form only during the pre-enrollment, and open enrollment periods.

How do I earn a day to contribute to the SSLB program?

Each active employee earns one local personal leave day for each month actively worked. By applying for SSLB membership you are agreeing to voluntarily contribute one personal leave day to the bank.

How do I apply for SSLB benefits?

Benefit applications may be obtained online at <http://www.houstonisd.org/Page/58705> or from Employee Support Services at 713-695-5561.

Where can I get more information?

The SSLB webpage is at www.houstonisd.org under the "Directory" tab by selecting "Benefits" and "[Supplemental Sick Leave Bank \(SSLB\)](#)"; and in the Finance Procedures Manual, Sec. 1501. The Employee Support Services office is available for assistance at (713) 695-5561, Monday through Friday 8:00 am to 5:00 pm.