

HISD 2022-2023

Supplemental Sick Leave Bank Program (SSLB)

Questions and Answers

If I am already a member of the SSLB program, do I need to re-apply?

No. Current members are automatically enrolled. However, they must have a leave day to contribute on September 1st; one local personal leave day is automatically transferred to the SSLB. It is the employee's responsibility to ensure the leave day has been deducted at the beginning of the school year.

If I terminate my SSLB membership during the plan year, will my contributed leave day be 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 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.

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 cancel my enrollment in the SSLB program?

You may terminate your membership by logging into your OneSource Employee Self-Service account at the following site: <https://onesource.houstonisd.org/irj/portal>. Click on the SSLB Enrollment/Disenrollment link and follow the prompts. This can only be done during the pre-enrollment and open enrollment periods.

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 plan year.

Can I be paid for unused SSLB days granted as a benefit?

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

What type of illness qualifies me to receive a benefit?

Your absences must be the result of an employee's own 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 it prevents the employee from performing the regular material duties of his or her employment assignment for more than seven (7) workdays.

Can I apply for SSLB benefits due to COVID-19?

Yes. For the 2022-2023 plan year, COVID-19 illness is also covered by the SSLB. Documentation of a positive PCR test (employee only) will be required. As with other illnesses, extra leave days may be granted from the SSLB only after all available leave banks have been exhausted. Up to five SSLB days may be granted per COVID-19 illness.

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.

Can I apply for SSLB benefits if I am eligible for, or receiving payments from, other disability income or Workers Compensation?

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.

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 effective date of the plan year.

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

Yes. Appeals are handled on an individual basis by and are coordinated by the HISD Leave Administration office.

How do I apply for SSLB benefits?

Benefit applications may be obtained [here](#) or from Leave Administration by emailing the Leave Administration office at: LeaveAdministration@Houstonisd.org.

Where can I get more information and who may I contact with questions?

Additional SSLB program and enrollment information is available via the Benefits portal under "[Supplemental Sick Leave Bank \(SSLB\)](#)". The Leave Administration office is available by email at LeaveAdministration@Houstonisd.org or by phone at (713)556-6590, Monday through Friday, 8:00 am to 5:00 pm.