

# HISD 2024-2025

## 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, you must have leave hours to contribute on September 1<sup>st</sup>; a half-day of local personal leave (hours may vary) is automatically transferred to the SSLB. It is your responsibility to ensure the local personal leave hours have been deducted at the beginning of the school year.

#### **If I terminate my SSLB membership during the plan year, will my contributed leave hours 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 a half-day of local personal leave (hours may vary) 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 a half-day of local personal leave (hours may vary) to the bank.

#### **How many hours must I contribute to the SSLB program to become a member?**

For the 2024-2025 plan year, the local personal leave contribution requirement will remain at a half-day. The hours contributed will vary, as the total deduction will be determined by your full-time equivalency (FTE) and your planned working time.

#### **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.

#### **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 your salary to increase.

#### **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 your own catastrophic illness. A catastrophic illness is defined as an acute or prolonged illness that is considered life-threatening or has the threat of serious residual disability, which results in your inability to work. The disability may: be due to sickness, COVID-19, surgery, injury, or complication of pregnancy; the severity requires the 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) consecutive workdays.

#### **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 your 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 were placed in an unpaid status (your personal leave time was exhausted) and 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?**

You 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. Appeal application forms are available from Leave Administration and must be returned within 45 calendar days following the claim denial notification.

#### **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](mailto: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 Leave Administration website under "[Supplemental Sick Leave Bank \(SSLB\)](#)". The Leave Administration office is available by email at [LeaveAdministration@Houstonisd.org](mailto:LeaveAdministration@Houstonisd.org) or by phone at (713)556-6590, Monday through Friday, 8:00 am to 5:00 pm.