STRONGER FCEA TOGETHER

Frederick County Education Association

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FAMILY CRISIS LEAVE EXCHANGE (FCLE)
57 Thomas Johnson Drive, Suite 200
Frederick, Maryland 21702

RULES OF THE FCPS-FCEA/FASSE FAMILY CRISIS LEAVE EXCHANGE

Statement of Intent

The purpose of the Family Crisis Leave Exchange is to provide sick leave to employees after their accumulated sick leave, personal leave, annual leave and any other leave available to them has been exhausted. The exchange is intended solely for situations that are catastrophic and life threatening to members of the immediate family that require the employee to be temporarily absent from their assignment. This leave is not available for the employee's personal illness or injury. The exchange will be funded by voluntary contributions of leave from certificated employees.

Rules

1. A request for leave may only be requested in connection with a catastrophic and life-threatening illness, or injury, of a member of the immediate family as defined as follows, or one that stands in the same status as determined by the administrating committee. Immediate family means the employee's spouse, child, parent, sibling or relative for whom the employee has medical responsibility.

2. The employee shall not be gainfully employed in any other capacity during the covered period.

3. Maximum grant shall be **sixty (60)** workdays.

4. An employee may receive a maximum of sixty (60) workdays in any three (3)-year period.

5. Contributors are limited to a maximum contribution of **two (2)** earned days in any individual case.

Procedures

1. Requests must be made in writing to the FCLE, in care of the FCEA/FASSE Office, stating the details of the circumstances and the likely duration.

2. The Benefits Office shall verify the employees leave status to the committee.

3. Written statement detailing the condition, treatment plan, and diagnosis shall be submitted by the attending physician(s).

4. The Committee shall notify the Superintendent, or designee, Building Principal, Human Resources, and the appropriate Director of the request and seek any input that they may have concerning the request.

5. The Committee shall approve or deny the request by a majority vote of the committee. The committee's decision is appealable to the FCEA or FASSE Board of Directors within ten (10) days.

6. The Committee shall notify the applicant of their decision, in writing, within ten (10) workdays.

7. The Committee will first notify the staff at the applicant's work site of the approved need for voluntary leave donations, then all other sites.

8. Volunteers who wish to donate any of their earned sick leave must complete and sign the Family Crisis Leave Donation Form and return the form to the FCEA/FASSE Office.

9. FCEA and FASSE shall establish a database system to track the donations with their utilization.

10. FCEA and FASSE shall provide Human Resources written notice of the names of contributors, number of days donated, and names of recipients.

11. Donated days will be granted in the order that they were received.

12. Should the applicant reach the maximum grant or return to work, or should they qualify for any other leave, any remaining contributions shall be returned to those who contributed them in the reverse order they were received. The exchange balance shall remain at zero (0) until the next request. If intermittent days directly related to a grant are required following the employee's return to work, a separate grant request must be submitted.

13. Should the applicant's case last beyond the duration of the fiscal year they must re-apply for the FCLE program again for a chance utilize any remaining donations after they have exhausted all available leave.

14. The Family Crisis Leave Exchange will function on an as needed basis.