



Washington Teachers' Union

Local 6, American Federation of Teachers, AFL-CIO

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RETIREES CHAPTER

John Taylor

December 8, 2011

Dear WTU Member:

I am pleased to inform our members that the negotiated benefit of **WTU Maternity / Paternity Leave Bank** is now accepting applications. We believe that it is important for new parents and legal guardians to spend as much time as possible with their new children and I encourage you to apply.

The **WTU Maternity / Paternity Leave Bank** allows new mothers, fathers and legal guardians the opportunity for 30 days of paid leave, per school year for additional time with their new child / children.

The bank is funded by all DCPS teachers who elect to participate by donating one of their accrued sick leave days, per year.

This is an excellent program and I encourage you to participate by completing the attached enrollment form by December 31st.

Again, this program is not simply for new parents. It is also available for those who unexpectedly become legal guardians.

Sincerely,

Nathan A. Saunders
President



WASHINGTON TEACHERS' UNION

MATERNITY / PATERNITY LEAVE BANK

ENROLLMENT FORM

I, _____ do hereby authorize DC Public Schools to credit one (1) day of my accrued leave to the WTU Maternity / Paternity Leave Bank. I understand that upon proper application and physician or adoption agency verification, I may request leave for personal catastrophic illness, birth, pregnancy or adoption in accordance with the rules of the Maternity / Paternity Leave bank.

NAME _____
LAST NAME, FIRST NAME, MI

HOME ADDRESS _____

ADDRESS _____
CITY STATE ZIP

HOME # _____ EMAIL _____

SS # _____

SCHOOL/WORK SITE _____

DATE _____

SIGNATURE _____

Please fax or email the completed form to WTU's Membership Services

Fax: 202.266.5079

Email: membership@wtulocal6.net



**WASHINGTON TEACHERS' UNION MATERNITY / PATERNITY LEAVE BANK
ENROLLMENT FORM**

Part I – INSTRUCTIONS:

- 1) Complete and sign the Part I (type or print legibly).
- 2) Forward to Attending Physician/Adoption Agency – enclose a stamped self-addressed envelope.
- 3) When a physician/adoption agency returns form, forward to the Maternity/Paternity Leave Bank Committee.

This form ONLY certifies that you can use the Maternity / Paternity Leave Bank. Your supervisor/principal must APPROVE your use of leave. Therefore, you must submit this form/application, recent copy of a check stub and a copy of your approved Leave of Absence form.

NAME _____
 ADDRESS _____

 PHONE _____
 SS # _____

ATTENDING PHYSICIAN _____

 SCHOOL _____

I request a grant of _____ day(s) from the Maternity/Paternity Leave Bank.

Signature _____ Date _____

Part II – INSTRUCTIONS FOR ATTENDING PHYSICIAN/ADOPTION AGENCY:

- 1) Please complete and sign Part II (type or print legibly.)
- 2) Return to sender in enclosed self-addressed envelope at your earliest convenience.

THIS ENTIRE SECTION IS TO BE COMPLETE BY PHYSICIAN/ADOPTION AGENCY.

Include approximate expected duration of time needed for recovery/adjustment. Attach additional sheets if necessary. Must include prognosis and start & end dates of leave.

Signature _____ Date _____
 Telephone _____

*****Part III – MATERNITY/PATERNITY LEAVE BANK ADMINISTRATOR ONLY*****

Expiration Date of ALL LEAVE ENTILEMENT _____

Previous Requests: APPROVED _____ DISAPPROVED _____
 Current Request: APPROVED _____ FROM _____ TO _____
 DISAPPROVED _____ REASON _____

AUTHORIZED SIGNATURE(S) _____

**Washington Teachers' Union
Maternity / Paternity Bank
Rules & Guidelines**

PURPOSE

The Maternity / Paternity Leave Bank (hereinafter "the Bank") is designed to provide assistance to members in the event of pregnancy, childbirth, and adoption.

I. GOVERNANCE

A. The following are rules by which the Bank will be administered:

- a. The guidelines for the Bank will be established by a *Joint Rules Committee* of four (4) members: two (2) members appointed by the President of the Washington Teachers' Union (WTU), and two (2) members appointed by the Chancellor of The District of Columbia Public Schools (DCPS).
- b. The Bank shall be administered by the WTU's Benefits Administrator, as appointed by the WTU President. Administration includes:
 - i. Collecting all forms including verification from members,
 - ii. Requesting a leave audit and sign-off from DCPS,
 - iii. Requesting sign-off from WTU President,
 - iv. Drafting approval or denial letters based on DCPS and WTU sign-off, and
 - v. Providing copies of notice to the school time keeper, DCPS Human Resources, the member, and WTU.
- c. In special circumstances, a five (5) member *Approval Committee* will administer individual cases involving the Bank. In such cases, the *Approval Committee* shall have the responsibility of receiving requests, verifying the validity of requests, recommending approval or denial of the requests, and communicating the ultimate decision to the WTU and DCPS.
 - i. Special Circumstances are defined as extensions or requests outside the scope of the Bank guidelines.

- d. The *Approval Committee* will be established in the following manner: three (3) committee members will be appointed by the WTU President and two (2) committee members will be appointed by the DCPS Chancellor.
- e. Implementation of the Bank is contingent upon the Bank accruing a minimum of 1200 days of leave time.

II. GENERAL

- A. A grant of leave time may be used by a member who is pregnant, who has recently given birth, or who has recently participated in the adoption of a minor child. A grant may also be used by a member whose spouse is pregnant or whose spouse has recently given birth. The use of the word member here shall refer to that of an eligible WTU member who has joined the Bank.
- B. Only earned sick leave or available sick leave may be contributed to the Bank.
- C. Sick leave contributed to the Bank will not affect a member's eligibility in the Sick Leave Buy-Back Plan, but will affect the time a member has available.
- D. Members who make use of the Bank are NOT required to contribute more sick leave days than other members.
- E. Members who qualify for Workers' Compensation or disability retirement benefits are ineligible to use the Bank.
- F. Each separate application for a grant from the Bank must be made on the Bank application form and include a certification from the physician or adoption agent / agency.
- G. Grant applicants may be required to sign a release of medical or adoption information authorizing the Benefits Administrator to contact the attending physician(s) or adoption agent / agency. Failure to submit the release, when required, will result in a denial of the application.
- H. A member of the bank will lose the right to use the benefits of the Bank for the current school year:
 - a. By falsifying information on the application;
 - b. By termination of employment with DCPS;
 - c. During a period of suspension by DCPS;

- d. By submitting written authorization to discontinue annual contribution to the Bank; or
 - e. By failing to obey the rules of the Bank.
- I. No member may be awarded a grant of more than thirty (30) days from the Bank in any school year.
 - J. If the Bank is terminated for any reason, the balance remaining in the Bank shall be returned to the current members on an equal basis.
 - K. All grant application forms and leave forms shall be available at the WTU office and on the WTU Web site.
 - L. DCPS and the WTU shall maintain records of all member contributions, withdrawals, and the status of the Bank. At the end of each school year the WTU and DCPS shall engage in a mutual reconciliation process.

III. ENROLLMENT

- A. All DCPS teachers in the ET-15 and the EG-09 bargaining unit who have active duty status with DCPS are eligible to participate in the Bank. Participation is voluntary. Only contributors will be permitted to use the Bank.
- B. The initial contribution authorized by a DCPS employee will continue from year to year until cancelled in writing. A properly authorized contribution to the Bank will not be returned. A cancellation can be effectuated during the period between August 20 and October 31.
- C. Contributions shall be made during the period between August 20 and October 31. Employees who do not have active duty status on or before October 31 are ineligible to join the Bank. Such employees will be permitted to enroll within thirty (30) calendar days of date of hire or return to active duty status.
- D. The annual rate of contribution for each school year shall be one (1) day or eight (8) hours of sick leave.
- E. Eligible employees who do not elect to join the Bank at the first opportunity afforded them will not be permitted to join the Bank until the subsequent annual open enrollment period.

- F. New Bank members will not be eligible for a grant during the first thirty (30) days of membership.

IV. GRANT APPROVAL

- A. Members must use all available sick and annual leave before qualifying for leave from the Bank.
- B. Members with negative leave balances are not eligible to become a Bank member until the negative leave balance is reconciled with DCPS.
- C. Application for use of the Bank shall be made on the required form and submitted to the WTU Benefits Administrator at least thirty (30) calendar days prior to the requested leave time.
- D. If a member does not use all of a grant, the unused portion will be returned to the Bank. It is required that the member provide a written statement to the WTU and DCPS at least thirty (30) school days prior to returning to work.
- E. WTU will inform DCPS and the member of all final decisions made by WTU and the *Approval Committee*.
- F. The Bank Administrator will provide written notice to each applicant within five (5) days of the committee's decision.
- G. If a member is incapacitated and cannot personally apply for a grant, his or her personal representative may submit the application on his or her behalf.
- H. Grants shall be in units of no more than thirty (30) consecutive workdays and no less than five (5) consecutive work days.
- I. If a member needs an additional grant, he or she must submit a request for an extension before the expiration of his or her current grant.
- J. If an application is denied, an applicant may appeal to the WTU President. If the member is not satisfied with the outcome of that decision, then he or she may appeal to the WTU Executive Board. All Executive Board decisions are final.
- K. The grant approval process takes approximately fifteen (15) calendar days.

By signing below I hereby agree to above mentioned rules and guidelines for the Maternity/Paternity Bank.

Nathan A. Saunders

Nathan Saunders, President
Washington Teachers' Union

11/9/11
Date

Kaya Henderson

Kaya Henderson, Chancellor
DCPS

11/9/11
Date