

# CATA

## Without Pay Sick Time

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Date(s) Without Pay: \_\_\_\_\_

\*You must attach the Doctor's Note dated on the day of the appointment.

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You must meet the criteria below in order to qualify:

A Bargaining Unit Member shall use "Without pay-Sick" when he or she has a need to take a day off for a reason that qualifies for a sick day under the CBA, and the Bargaining Unit Member meets the following terms and conditions:

1. The Bargaining Unit Member may not take a "without pay-sick" day if he or she has not already exhausted at least 2.5 paid personal day(s) (if available) in that school year, for which he/she qualifies or could qualify if the Bargaining Unit Member fulfilled the CBA requirements on a timely basis;
2. The Bargaining Unit Member is required to attend an appointment at a physician's office, hospital or the office of another health care professional and cannot schedule the appointment outside of work hours;
3. The Bargaining Unit Member obtains from the health care professional a note that states that the Bargaining Unit Member was at an appointment with the health care professional and the Bargaining Unit Member certifies that the appointment was required to be scheduled during the workday. The District shall be entitled to verify that the appointment was required to be scheduled during the workday directly from the health care provider.

If the Bargaining Unit Member meets all conditions for the without pay-sick day, it will be administratively approved and will result in the following:

- (a) A day of salary shall be deducted for each qualifying without pay-sick day taken;
- (b) On or before June 1 of the school year in which any without pay-sick day was taken, the Bargaining Unit Member must submit this form.
- (c) If the Bargaining Unit Member has any sick days available to be taken, the School District will deduct the applicable number of sick days, pay same by the last paycheck for the school year, and deduct the applicable number of sick days.

Should Bargaining Member fail to submit the form by June 1<sup>st</sup>, the applicable number of days will be deducted and the employee will not be paid.