

The Sick Bank Committee

The Baltimore Teachers Union

5800 Metro Drive, 2nd Floor - Baltimore, MD 21215 - (410) 358-6600

**READ THIS BEFORE COMPLETING THE SICK BANK APPLICATION;
YOU ARE REQUIRED TO READ THIS SHEET CAREFULLY!!!!**

Dear Sick Bank Applicant:

- The next Sick Bank meeting is scheduled for _____.
- The Sick Bank Committee normally meets biweekly on Tuesday.
- The completed two (2) part application is due the day before the committee is scheduled to meet.
- Applications received after the Committee has met will be reviewed at the next scheduled Sick Bank Meeting.
- The original form with both the white and yellow sheet must be completed and submitted on time.
- Faxes are not acceptable.
- Applicants can apply for **no more than ten days per application**. When more than ten days are needed, it is the applicant's responsibility to request additional applications upon approval of the 1st and/or 2nd application.
- Each additional application** must be updated to include treatment plan, list of Medications, etc. and signed by the physician.
- For Maternity applicants; the disability period should not exceed 10 weeks, including time before and/or after delivery of the child.**

It is the applicant's responsibility to:

- Carefully read the Sick Bank procedures which are always distributed with the first application. If you did not receive the procedures, it is your responsibility to immediately contact the Committee and request a copy.
- Submit a most recent pay stub with the first application only.
- Completed applications can be mailed in or hand delivered to 5800 Metro Drive, 2nd Floor; Baltimore, MD 21215.
- It is the **applicant's responsibility** to make sure the physician correctly completes Part II of the application. The attending physician must:
 - State patient's illness and prognosis.
 - State patient's first day out & expected date of return. ***In the case of Maternity; we will need the date last worked, Date of Birth of baby, & date that you are medically cleared by the physician***
 - **Provide a detailed treatment plan** for every illness as well as update progress with any subsequent applications.
 - **List any medicines** currently prescribed to patient.
- Contact the BTU office after 2:00 p.m. on the day of the meeting to learn whether the application was approved.
- Request any **additional Sick Bank applications** if previous application has been approved and if more days are needed.
- Call the Baltimore Teachers Union if you have any questions concerning the Sick Bank application or the Policies & Procedures.

Sincerely,
BTU Sick Bank Committee
Sick Bank Committee

BTU Sick Bank Dept.:

Application _____ Procedures _____ Other _____