



Voluntary Authorization for Leave Contribution for Participation in Public Employees Local 71 State of Alaska Emergency Leave Bank (ELB)

PRINT CLEARLY

I, _____, _____, _____,
First Name Middle Initial Last Name

voluntarily authorize my employer to deduct eight (8) hours from my personal leave account annually and contribute that leave to the Public Employees Local 71 SOA Emergency Leave Bank.

Employee I.D. Number: _____
or SSN if EIN is unavailable Home/Daytime Phone Number

Signature: _____ Date: ____/____/____

Public Employees Local 71 Emergency Leave Bank (ELB) Policy – 2022

1. Section 19.10 in the 2021-2024 CBA is incorporated in its entirety as policy of the Union.
2. Coverage: Up to eighty (80) hours of leave may be granted to first time participants per leave year. Up to one hundred sixty (160) hours of leave per leave year may be granted to participants in the Bank after a participant has made their second contribution to the Bank.
 - a. The ELB benefit will not begin until the participant has been absent from work for 14 days or 80 hours of scheduled work for each particular emergency situation.
3. Eligibility: Participants may use the Bank if their leave balance is less than eighty (80) hours, and if they meet the requirements below.
 - a. For purposes of the ELB, the participant's situation, at a minimum, must meet the general FMLA guidelines (29 CFR 825) for a serious health condition or qualify as a situation described in Section 19.2.B of the CBA. Even if your situation qualifies as FMLA, AFLA, or a medical reason under Section 19.2.B, it may not meet the criteria for the ELB. An emergency is a serious, unexpected situation requiring immediate attention. A situation that is planned or expected is not an emergency and would not qualify for the ELB.
 - b. Emergency leave shall only be available to participants of the Bank.
 - c. Participants who are not eligible for FMLA or AFLA due to the threshold requirement, but who are otherwise eligible, are entitled to use the Bank.
4. Participation in the Emergency Leave Bank is voluntary.
5. Current employees may become participants in the Bank by notifying the Union in writing during this special enrollment period (July 1, 2022, through December 31, 2022).
 - a. A participant will contribute up to 8 hours to the Bank through a leave contribution in January 2023 or when available.

- b. After this special enrollment (sign-up) period (July 1, 2022, through December 31, 2022), the ELB benefit will first be available starting January 1, 2023.
6. Once an employee becomes a participant they will continue to participate in the Bank unless they notify the Union in writing during the annual enrollment period (November of each year).
7. The Bank will be managed by the Union Business Manager or their designee and may be amended annually.
8. Leave contributions become property of the Bank.
9. Applications for use of the Bank shall be made on the "Application for Emergency Leave Bank Use" form available from any Union office and submitted to the Business Manager or designee.
 - a. A doctor's certification is required with the application to explain the length of recovery or treatment required.
10. Using Emergency Leave: Emergency leave will only become available after the employee has been absent from work for 14 days or 80 hours of scheduled work.
 - a. Leave should be requested within 14 days of injury or illness for timely processing.
 - b. The Bank will only cover the employee's regularly scheduled hours of work up to a maximum of 80 hours per pay period.
 - c. The emergency leave will end when employee returns to work in any capacity or exhausts the approved benefit hours.
 - d. Requests for leave from the Bank will be reduced by cashed-in hours between the start date of the emergency condition and approval of request.
 - e. If a participant does not use their approved emergency leave for the immediate emergency the leave will be returned to the Bank.