VOLUNTARY AUTHORIZATION FOR LEAVE CONTRIBUTION FOR PARTICIPATION IN ASEA EMERGENCY LEAVE BANK

COMPLETE AND RETURN TO ASEA/AFSCME Local 52, AFL-CIO
www.afscmelocal52.org • (800) 478-2732
MAIL to: 1577 C Street, Suite 201, Anchorage, Alaska 99501 **or**
FAX to: Anchorage (907) 277-5206 • Fairbanks (907) 452-2307 • Juneau (907) 463-4950

I, _____ authorize my employer to deduct
Name: First M.I. Last PLEASE PRINT CLEARLY

(seven and one-half) 7.5 hours from my personal/annual leave account and contribute that leave to ASEA/AFSCME Local 52's Emergency Leave Bank.

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

_____ _____
Signature Date

FOR OFFICE USE ONLY
Date Received _____ Entered by_____

Revised 7/26/2010

ASEA/AFSCME LOCAL 52 EMERGENCY LEAVE BANK OPERATIONAL PROCEDURES

1. The purpose of the Emergency Leave Bank is to provide paid leave for participants who have either personal or family health problems that require their extended absence from work.
2. For purposes of the ELB an emergency must, at a minimum, meet the general FMLA guidelines (29 CFR 825) for a serious health condition. Even though your situation qualifies for FMLA or AFLA, it may not meet the criteria for the Emergency Leave Bank. An emergency is a serious, unexpected situation that requires immediate attention. A situation that is either planned or anticipated is not an emergency.
3. Participants may use the Bank if they meet the requirements in number 2 above, and if their leave balance falls below 75 hours.
   a. Participants who have exhausted their FMLA entitlement but who remain entitled under AFLA shall have priority.
   b. 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. Emergency Leave shall only be available to participants of the Bank.
6. Current employees may become participants in the Bank by notifying the Union in writing during the annual enrollment period (November of each year).
   a. A participant will contribute up to 7.5 hours to the Bank annually through leave contribution during the first pay period of the contract leave year (December 16-December 31).
   b. Contributions will be based on the leave year which begins December 16 and ends December 15 of the following year.
   c. The 7.5 hours must be deducted before a member is eligible to use the bank.
7. New employees may become participants by notifying the union within 30 days of hire. They will contribute at that time and again during the annual recurring contribution which will begin the following December.
8. Once a member becomes a participant they will continue to participate in the plan unless they notify the Union in writing during the annual enrollment period (November of each year).
9. The Emergency Leave Bank will be managed by the Union Business Manager or his designee.
10. Applications for use of the ELB shall be made on the "Application for Emergency Leave Bank Use" form (available on the ASEA website or in any Union office) to the Business Manager or designee.
11. If a participant does not use their approved Emergency Leave for the immediate emergency the leave will be returned to the Bank.
12. Contributions become the property of the Bank.
13. Article 26.13 of the 2010 - 2013 Contract is incorporated in its entirety as policy of the Union.
14. Members of the Bank will be eligible to use up to 10 normal workdays (75 hours) per leave year.
15. If the balance of the bank (in days) falls to an amount equal to ½ the number of participants the goal will become that of preserving the health benefits of those who use the Bank.