

**The Sick Bank Committee**  
The Baltimore Teachers Union  
5800 Metro Drive, 2<sup>nd</sup> Floor - Baltimore, MD 21215 - (410) 358-6600

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**READ THIS BEFORE COMPLETING THE SICK BANK  
PLEASE READ THIS SHEET CAREFULLY!**

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Dear Sick Bank Applicant:

- 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** submitted via email or hard copy 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 1<sup>st</sup> and/or 2<sup>nd</sup> application.
- **Each additional application** must be updated to include a 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. If you did not receive the procedures, please contact the Committee and request a copy (sickbank@baltu.org).
- Submit the most recent **pay stub** with the first application only.
- Completed applications can be mailed in, emailed or hand delivered to 5800 Metro Drive, 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.
- The Sick Bank Secretary will email you to confirm 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. You can also email sickbank@baltu.org

Sincerely,

*The BTU Sick Bank Committee*

Sick Bank Committee