

**AEA MEMBERSHIP  
LEAVE DONATION PROCEDURES**

1. Qualifications  
A bank member with a life-threatening/career ending situation may be eligible for leave donations from the general membership of the Anchorage Education Association. To qualify, the member must:
  - a. be a member of the AEA Sick Leave Bank
  - and
  - b. have exhausted their maximum eligibility for an award of Sick and Catastrophic Leave from the Sick Leave Bank.
  
2. To request consideration for Leave Donations an applicant must submit a letter to the District Leave Specialist no later than the close of business on the Monday preceding the scheduled meeting of the Sick Leave Bank Committee. Attached to the letter, the applicant must provide a statement from their physician (M.D.) indicating the diagnosis, treatment plan and prognosis. If deemed necessary, the Committee may require the applicant to provide a detailed medical evaluation from a second physician.
  
3. Once the application has been approved by the Committee, the number of donated leave days granted for that school year shall be determined on a case by case basis. In no event will donated leave days be carried over from one school year to the next.
  
4. The applicant may apply for leave donations only two years in any four consecutive year period for the same illness.