SICK LEAVE BANK GUIDELINES

Purpose

The basic purpose of this Sick Leave Bank is to alleviate the hardship caused by a serious health condition that forces the employee to exhaust all eligible paid leave time. In accordance with this purpose, the Sick Leave Bank shall not be used for single day occurrences.

Eligibility and Limitations

1. Initial participation is open to any employee of the College who is eligible to receive sick leave benefits. Participation is voluntary.

2. Those employees who desire to participate shall submit written notice of such intent to participate on forms provided by the Human Resources Office by September 1st of the participation year. Individuals who begin employment after September 1st will have two weeks from the starting date of their employment to elect participation.

3. Participation in the Sick Leave Bank will be ongoing until the employee submits a written notice to the Human Resources Office by September 1st of said year, relinquishing membership rights. Anyone relinquishing rights and wishing to rejoin the Sick Leave Bank must make a one-day donation and serve the one-year waiting period for eligibility to request a withdrawal of days from the Bank.

4. A "Sick Leave Bank Committee" is established to oversee operation of the Sick Leave Bank. The purpose of the Committee will be to determine if individual member's requests for withdrawal from the Sick Leave Bank meet Sick Leave Bank guidelines and appropriate Board policies (FMLA, Leave of Absence, Sick Leave, Worker's Compensation, etc.). Representation on the Committee will consist of two faculty members, two classified staff members, and two administrative/professional staff members who are elected by members (in the same classification) of the Sick Leave Bank. The Sick Leave Bank Committee reports to the HRIS Administrator/HR Generalist.

Donations

5. New members must contribute one day (8 hours pro-rated) in order to become a member. All days contributed to the Sick Leave Bank are non-refundable. If the balance of days in the Sick Leave Bank falls below 200 at the start of a fiscal year, each Sick Leave Bank participant shall contribute one day (8 hours pro-rated) of accumulated sick leave to the Bank.

6. Every member of the Sick Leave Bank shall be entitled to apply for withdrawal of days from the Sick Leave Bank after exhausting all of their individual sick, personal, and vacation leave accumulation. Hourly employees must use all compensation time prior to requesting hours from the Sick Leave Bank.

Withdrawals

7. The granting of sick leave from the Sick Leave Bank shall be subject to the same criteria as regular sick leave days and shall be in all other respects consistent with Board policy

provided, however, that such sick leave shall be available for the serious health condition of the employee only.

8. Authorized use of Sick Leave Bank days by participating members shall be made in accordance with the established policies and procedures of the College only upon approval of the Sick Leave Bank Committee and its decision shall be final. Application for withdrawal from the Sick Leave Bank shall be made in a timely fashion using the provided form and must be accompanied by a physician's statement.

9. A request for withdraw of days will not be considered until the Sick Leave Bank participant's serious medical condition extends five (5) regular working days beyond depletion of their accrued sick, personal and vacation leave days. If the request is approved by the Sick Leave Bank Committee, days will be awarded retroactively to day one (1).

10. Participants should work with the Human Resources office to complete a Sick Leave Bank request form.

11. Sick Leave Bank days will be awarded retroactively when an employee's serious medical condition extends five regular working days beyond depletion of their accrued sick, personal, and vacation leave days.

12. Upon approval of a request from the Sick Leave Bank Committee, the Committee shall forward the name and all appropriate information to the Human Resources Office in a timely manner.

13. Sick leave time will be awarded in an amount that will be equal to the employee's normally scheduled hours and will not exceed these hours. (For example, an individual scheduled to work twenty hours/week will donate 4 hours of sick leave to join the Sick Leave Bank and will be eligible to receive 20 hours of benefits per week).

14. The following schedule will determine the number of days a member may draw from the pool:

    If an employee has been a member of the pool for 1-5 years, 20 days may be withdrawn per year.

    If an employee has been a member of the pool for 6-10 years, 25 days may be withdrawn per year.

    If an employee has been a member of the pool for 11 or more years, 30 days may be withdrawn per year.

Additional Information

15. Any member with 150 or more cumulative sick days may provide up to five (5) more sick days to the Sick Leave Bank per year upon written notification to the HRIS Administrator/HR Generalist.

16. Any request for an exception to these Guidelines must be made in writing from the President or his/her designee for the Sick Leave Bank Committee's review and determination.

17. A register of the membership and the number of sick leave days shall be maintained by the Payroll Specialist.

18. Sick Leave Bank Committee members must maintain strict confidentiality and complete appropriate HIPAA training.

HR/rf/benefits/sick leave bank/slb conditions March 2006
Modified March 2, 2006; October 27, 2014; August 13, 2019