

## **SICK LEAVE BANK**

### **I. PURPOSE:**

A Sick Leave Bank shall be established to assist employees who have encountered a catastrophic illness or injury, and have exhausted their accumulated leave time.

This program provides salary and benefits continuation for eligible employees who have exhausted all paid leave due to a catastrophic illness or injury of the employee or an immediate family member. This is a voluntary program that allows employees to donate a portion of their unused sick leave into a sick leave bank that is available to assist employees who are eligible under the program.

### **II. ELIGIBILITY FOR ENROLLMENT AND MEMBERSHIP:**

1. An eligible employee must have a minimum of 75 hours of accumulated sick leave at the time of membership enrollment.
2. Membership in the Sick Leave Bank begins upon the employee's original donation of at least two (2) days.
3. Membership will continue until written notification is received cancelling membership.
4. Once enrolled, an automatic reduction of one day annually will be taken from the employee's leave balance.

### **III. ELIGIBILITY FOR APPLICATION:**

To receive leave from the Sick Leave Bank, an employee must:

1. Be a member, as defined under membership guidelines, and
2. Have exhausted all accumulated sick leave and
3. Have documented catastrophic illness or injury by a health care provider for oneself or immediate family member.

### **IV. SICK LEAVE BANK APPLICATION PROCEDURES:**

1. An employee or his/her designee must request sick leave from the Bank by completing an application and submitting it to the Human Resources Department.
2. All applications must be accompanied by a health care provider's statement which includes the beginning date of the condition and a description of the illness or injury. All applications must indicate the number of sick leave days being requested.
3. A decision will be rendered to the employee within five (5) working days after receipt of the completed application.

### **V. ADMINISTRATION OF THE BANK:**

The Human Resources Department will be responsible for administering and coordinating the annual donation period, processing requests, maintaining appropriate related records, and convening the Sick Leave Bank Committee. The Committee will

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be responsible for reporting usage and for reviewing the policies and operations of the Sick Leave Bank on an annual basis to the County Administrator. The Committee may recommend changes or modifications to County Council as needed. The three (3) member committee is appointed by the County Administrator.

### **VI. APPEALS:**

There is no appeal procedure as the decision of the Sick Leave Bank Committee is final.

### **VII. DEFINITIONS:**

Immediate family- As defined by the Employee Handbook

A catastrophic illness and/or injury is an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability which results in one's inability to work.

### **VIII. EXCLUSIONS:**

1. Employees may not designate a particular employee to receive their donated time.
2. Employees on Workers' Compensation, Short-term Disability or Supplemental Long-term disability leave are not eligible for the Sick Leave Bank benefits.
3. Employees may not engage in secondary employment while using the Sick Leave Bank.
4. Leave must be used in whole work day increments.
5. An employee must not have a written record of disciplinary action for leave abuse or misuse of leave within the past (12) months.

### **IX. PAYMENT OF LEAVE:**

1. An employee may not receive more than 20 sick leave days in a (12) month period from the Bank. The (12) month period is defined as a rolling back period as of the date of award approval.
2. The hours withdrawn from the Sick Leave Bank will be based on the employee's regular rate of pay. Existing payroll deductions including benefit premiums will continue to occur.
3. Any balance of days approved but not required for the illness/injury will remain the property of the Sick Leave Bank.

### **X. TERMINATION OF SICK LEAVE BANK HOURS:**

Sick Leave Bank hours terminate:

1. When the employee separates from the organization, or
2. Upon the death of the employee, or
3. When the health care provider releases the employee to return to work, or
4. The maximum sick leave benefit has been exhausted.