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Sick Leave Bank Policy and Procedures

I. Philosophy and Scope

There may be times when employees have prolonged, catastrophic, incapacitating personal illness, or injury. The Sick Leave Bank is a pool of combined sick leave where the College community can support others in the College with paid sick leave when all other sources of the employee's paid leave have been exhausted. Employees do not retain ownership of any days they contribute to the Sick Leave Bank and have no right to receive the days back into their own sick leave account once contributed. Days used from the Sick Leave Bank do not need to be repaid.

All regular employees who are eligible to receive sick leave benefits are eligible to participate in the Sick Leave Bank after continuous employment for six (6) months. Use of the Sick Leave Bank is open only to eligible employees who are enrolled in the Sick Leave Bank.

II. Approved Uses and Exclusions

- A. The Sick Leave Bank is only for an employee's prolonged, catastrophic, incapacitating personal illness as supported by medical certification, and documented on the Sick Leave Bank Request Form (insert link). It is not for temporary, short-term conditions.
- B. Leave for surgery will be approved only for surgery that is supported by medical certification, and documented on the Sick Leave Bank Request Form (insert link).
- C. Leave under this policy applies to the employee only. Leave under this policy will not be approved for illness of any members of an employee's family or to care for or assist other persons who are ill or disabled.
- D. Sick Leave Bank benefits are not available for a condition or disability which is covered under Workers' Compensation Laws.
- E. An eligible employee may be granted leave from the Sick Leave Bank only when accrued sick, personal, and annual leave have been exhausted.
- F. Sick leave from the Sick Leave Bank is contingent upon the balance of available hours. A maximum of sixty (60) sick leave days will be granted to any member in any 12-month period.

III. Membership

Full-time regular administrators and support staff, part-time regular administrators and support staff working at least 17.5 hours per week, and full-time faculty are eligible to participate after continuous employment for six (6) months.

The open enrollment period for the Sick Leave Bank is between September 1 and October 1 each fiscal year. New employees can elect to enroll on the first day following six (6) months of continuous employment. Otherwise, all eligible employees can only enroll during the open enrollment period.

A full-time regular employee who is eligible becomes a member of the Sick Leave Bank by donating one day (7 hours) of sick leave to the Sick Leave Bank at the time of enrollment.

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For part-time regular employees who are eligible, donation time assessed and sick leave granted under this plan will be prorated based on hours worked.

The Sick Leave Bank balance will be assessed on an annual basis by the AVP for Human Resources in collaboration with the Affinity Group Chairs of the Support Personnel Association, the Administrative Staff Association, and the Faculty Association. The annual donation for continuing enrollment will be determined up to seven (7) hours per year.

Contributions to the Sick Leave Bank must be authorized by the employee on the [Sick Leave Bank Enrollment Form](#) and submitted to Human Resources. The authorization will be in effect from year to year unless revoked by the member in writing to the Associate Vice President (AVP) for Human Resources or designee prior to October 1. The annual contribution will be deducted from the employee's sick leave balance during the October 31 pay period each year and placed in the Sick Leave Bank. If the employee does not have the annual contribution on October 31, the contribution will be deducted as soon as it is accrued.

IV. Procedures

Request for leave from the Sick Leave Bank must be made on the [Sick Leave Bank Request Form \(update link\)](#). The form contains a medical certification section that must be completed by a health care provider. Medical certification from the health care provider will serve to confirm eligibility for the Sick Leave Bank by verifying an employee's prolonged, catastrophic, or incapacitating personal illness. However, any information an employee provides will remain confidential. The request form should be submitted to Human Resources.

The AVP for Human Resources will approve the application based on the following criteria:

- The employee is an eligible member of the Sick Leave Bank.
- The employee has used all of his/her accumulated sick and annual leave.
- The leave is related to the employee's prolonged, catastrophic, incapacitating personal illness, as supported by medical certification.
- The Sick Leave Bank has sufficient balance to grant the request.

The AVP for Human Resources will act upon all requests within ten (10) workdays and the approved Sick Leave Bank time will be added to the employee's available sick leave balance.

Once an employee qualifies for long-term disability benefits under the College insurance plan, no additional leave days will be granted from the Sick Leave Bank.

At the end of the leave, a medical certification of ability to return to work must be submitted to Human Resources. Any unused approved sick bank time must be returned to the Sick Leave Bank.

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V. Administration

Membership will be notified if the Sick Leave Bank drops to 25% of the balance at open enrollment.

The AVP for Human Resources will serve as the coordinator of the Sick Leave Bank and process requests in the order they are received, based on the criteria established under Section IV. If the requests for sick leave from the Sick Leave Bank exceed the Sick Leave Bank balance, the AVP for Human Resources will convene and chair a Committee comprised of the chairs of the Support Personnel Association, the Administrative Staff Association, and the Faculty Association. The Sick Leave Bank Committee will review, prioritize, and attempt to accommodate all of the requests. All membership will be notified if the Sick Leave Bank balance is unable to accommodate all of the requests.

If additional donations are needed to accommodate requests, members will be asked to make a voluntary contribution of additional hours.

Employees wishing to appeal decisions regarding the Sick Leave Bank may use the Complaint Policy and Procedures for Employees.