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**Sick Leave Bank  
Policy and Procedures**

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# **Sick Leave Bank Policy and Procedures**

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## **I. Philosophy and Scope**

The Sick Leave Bank (SLB) is a mechanism for participating College employees to donate unused sick leave time into a source of combined sick leave for other employees to use who have a prolonged illness or injury. The SLB is not intended to be a replacement for a short-term disability policy; employees are encouraged to secure their own short-term disability coverage. More information about short-term disability insurance is available from Human Resources.

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 twelve (12) months.

Once employees contribute time to the SLB, the employee surrenders all rights to the contributed time. Employees do not need to repay days used from the SLB.

SLB use is open only to eligible employees who are enrolled in the SLB.

## **II. Approved Uses and Exclusions**

- A. The SLB is only for an employee's prolonged illness or injury as supported by medical certification from a licensed medical professional and documented on the [Sick Leave Bank Request Form](#). It is not for temporary, short-term conditions.
- B. An eligible employee may be granted leave from the SLB only when accrued sick, personal, and annual leave have been exhausted. The first thirty (30) consecutive workdays (Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed) of illness or injury must be covered by the employee's own accumulated sick, personal, and annual leave. If all accumulated leave has been exhausted before reaching thirty (30) consecutive workdays, the employee must use leave without pay. For employees determined to be eligible for SLB hours who use leave without pay during the first thirty (30) consecutive workdays of illness or injury, the College will maintain the employee's benefits; the employee must still pay their portion.
- C. Leave for surgery will be approved only for surgery that is medically necessary and supported by medical certification from a licensed medical professional, and documented on the [Sick Leave Bank Request Form](#).
- D. Leave under this Policy and Procedures applies to the employee only. Leave under this Policy and Procedures will not be approved for illness or injury of any members of an employee's family or to care for or assist other persons who are ill or disabled.
- E. SLB benefits are not available for a condition or disability that is covered under Workers' Compensation Laws.
- F. Sick leave from the SLB is contingent upon the balance of available hours in the bank. A maximum of thirty (30) sick leave days (210 hours) will be granted to

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any full-time regular administrators and support staff and full-time faculty in any 12-month period. Part-time regular administrators and support staff working at least 17.5 hours per week will have a maximum SLB award prorated based on the employee's schedule.

- G. Full-time regular administrators and support staff, and full-time faculty may use sick leave from the SLB for up to a maximum of sixty (60) days (420 hours). For part-time regular administrators and support staff working at least 17.5 hours per week, the maximum use for SLB use is prorated based on the employee's schedule. Once an employee has used the maximum number of SLB days/hours, they must wait a period of five (5) years before drawing leave from the SLB again, and are limited to the same maximum and five-year waiting period once used. There is no limit to the number of times this cycle is used.
- H. 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 using SLB hours do not accrue annual, sick, or personal leave during the time in which the employee uses any SLB hours.

### **III. Membership**

The open enrollment period for the SLB is between September 1 and October 1 each fiscal year. New employees can elect to enroll on the first day following twelve (12) months of continuous employment. Otherwise, all eligible employees can only enroll during the open enrollment period.

Full-time regular administrators and support staff and full-time faculty who are eligible become a member of the SLB by donating one day (7 hours) of sick leave to the SLB at the time of enrollment.

For part-time regular administrators and support staff working at least 17.5 hours per week who are eligible, donation time assessed and sick leave granted under this plan will be prorated based on the employee's schedule.

The SLB balance will be assessed annually by the Senior Leadership Team and 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 annually, and may be up to seven (7) hours per year.

Contributions for new enrollments to the SLB 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 Human Resources 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 SLB. If the employee does not have the annual contribution on October 31, the contribution will be deducted as soon as it is accrued.

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### **IV. Procedures**

Requests to use the SLB must be made on the [Sick Leave Bank Request Form](#). The form contains a medical certification section that must be completed by a licensed medical professional. Medical certification from the licensed medical professional will serve to confirm eligibility for the SLB by verifying an employee's prolonged personal illness or injury; any information an employee provides will remain confidential. The request form should be submitted to Human Resources.

The first thirty (30) consecutive workdays of illness or injury must be covered by the employee's own accumulated sick, personal, and annual leave. If all accumulated leave has been exhausted before reaching thirty (30) consecutive workdays, the employee must use leave without pay. For employees determined to be eligible for SLB hours who use leave without pay during the first thirty (30) consecutive workdays of illness or injury, the College will maintain the employee's benefits; the employee must still pay their portion.

Human Resources will evaluate the application based on the following criteria:

- The employee is an eligible member of the SLB.
- The employee has used all of his or her accumulated sick, personal, and annual leave (and if necessary, unpaid leave) to cover the first thirty consecutive workdays of the prolonged personal illness or injury.
- The leave is due to the employee's prolonged personal illness or injury, as supported by medical certification from a licensed medical professional.
- The SLB has sufficient balance to grant the request.

Human Resources will review all requests within ten (10) workdays and approve all requests which meet the eligibility criteria. While using SLB hours, the employee will not accrue annual, personal, or sick leave time during the time in which the employee uses any SLB hours.

If an employee qualifies for long-term disability benefits under the College Employee Handbook section on Long-Term Disability Insurance, no additional leave days will be granted from the SLB.

At the end of the leave, a medical certification to return to work from a licensed medical professional must be submitted to Human Resources. Any unused approved sick leave bank time will be returned automatically to the SLB.

### **V. Administration**

The College will notify SLB members if the SLB drops to 25% of the balance at open enrollment.

Human Resources will coordinate the SLB 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 SLB exceed the bank's balance, Human Resources will convene a

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Committee comprised of a representative of the Senior Leadership Team and the Chairs of the Support Personnel Association, the Administrative Staff Association, and the Faculty Association. The SLB Committee will review and attempt to accommodate all of the requests. If all of the requests cannot be accommodated because there are not enough hours in the SLB, members will be asked to contribute additional hours to the SLB to accommodate all of the requests.

Employees wishing to appeal decisions regarding the SLB may use the [Complaint Policy and Procedures for Employees](#).