5420 Sick Leave Bank

The Sick Leave Bank serves as a depository into which eligible staff may donate awarded sick leave for allocation to self and other participating staff. The Sick Leave Bank is available to participating staff who have exhausted all awarded leave and accrued compensatory time, and who are not receiving temporary disability benefits under worker's compensation.

Request for Sick Leave Bank access may be made by the employee for the employee or an immediate family member (see policy 5410 "Sick Leave," IV. Usage) with a serious health condition as defined in policy 5430 "Family and Medical Leave" or upon death of an immediate family member.

All regular staff who accrue sick leave and have successfully completed their first provisional period of employment are eligible to donate to and use the Sick Leave Bank. Staff who were in regular status but are currently in the provisional employment period, due to an intra-College job change, remain eligible to donate to and use the Sick Leave Bank. Interim staff who were originally hired through a search process are also eligible to donate to and use the Sick Leave Bank.

Staff who donate at least one (1) day of sick leave to the bank, during the prescribed donation period, are eligible for participation during that fiscal year. For staff on less than a full-time appointment, one day is determined on the basis of their appointment percentage.

Eligibility for participation in the Sick Leave Bank shall discontinue upon termination of employment or failure to donate the required minimum yearly rate as noted above.

Use of benefits from the Sick Leave Bank is included in the twelve weeks of leave provided under the Family and Medical Leave Act (FMLA), if applicable (see policy 5430 "Family and Medical Leave").

I. Procedure

A. Donations

Typically, in September of each fiscal year, staff shall be given an opportunity to donate awarded sick leave to fund the annual Sick Leave Bank. During the designated donation period, any eligible staff member who wishes to transfer a portion of their sick leave shall email the Payroll Office or submit a Sick Leave Donation Authorization Form indicating the number of days to be transferred.

The minimum amount of sick leave a staff member may contribute is one (1) day. Donations to the Sick Leave Bank must be in one (1) day increments. The donating staff member must retain a minimum of five (5) days of sick leave in their account. Once sick leave has been donated to the bank, it cannot be restored to the donating staff member.

When the balance of the Sick Leave Bank depletes to 45 days, a special donation period may be opened by the President, in consultation with the Vice Presidents.

Staff may not designate a particular staff member to receive their donated time.

B. Withdrawals

A staff member or their supervisor must request Sick Leave Bank usage in writing to the Human Resources Office. Request for Sick Leave Bank usage may be for the staff member or immediate family member (see policy 5410 "Sick Leave," IV. Usage) with a serious health condition as defined under the Family and Medical Leave Act (see policy 5430 "Family and Medical Leave") or upon death of an immediate family member (see policy 5410 "Sick Leave," IV. Usage).

The amount of sick leave granted from the Sick Leave Bank shall be based on the staff member's request; however, the

request cannot exceed one-third of the balance in the Sick Leave Bank or a maximum of 25 working days, whichever is less. For staff who are less than full time, the amount of Sick Leave Bank usage granted shall be prorated based on their appropriate percentage. No employee may receive more than 25 days of Sick Leave Bank usage in one fiscal year.

The Human Resources Director, Vice President for Administrative Services and Finance, and the College President shall review the request, and any necessary supporting documentation, to render a decision to the staff member within five working days.

If the recipient returns to work before the received hours have been expended, the recipient retains those hours.

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