



## Sick Leave Bank

The Sick Leave Bank program allows employees to voluntarily donate portions of their accrued sick leave or vacation time to a “bank” to be used by eligible co-workers who have already exhausted their own paid leave for personal catastrophic medical conditions. The Sick Leave bank will allow employees in dire medical situations to continue to take paid leave for what would otherwise be unpaid time.

### PROVISIONS

- 1) The Sick Leave Bank program will be overseen and tracked by Human Resources.
- 2) Employees are asked to complete a Sick Leave/Vacation Time Donation Form certifying that they are donating the leave time voluntarily and that the leave time will not be returned.
- 3) Employees requesting time from the Sick Leave Bank for a catastrophic illness will be asked to complete a request form. Requesting employees will still be subject to the provisions outlined by the College’s Family and Medical Leave Policy.
- 4) All requests for use of the Sick Leave Bank will be reviewed by the Associate Vice President for Human Resources prior to approval.
- 5) Employees with catastrophic illnesses requesting leave must be employed by the College for at least three (3) years and must have exhausted all personal earned sick leave, vacation, and personal time.
- 6) Employees donating earned time may contribute up to a maximum of four (4) days per fiscal year (excluding personal time). Time must be donated prior to June 1 of each fiscal year.
- 7) A maximum of 90% of the days accumulated in the bank may be drawn by the eligible employee requesting donated time each fiscal year.
- 8) To ensure confidentiality and associated HIPAA regulations, individuals receiving or donating the leave will not be identified.
- 9) Employees with catastrophic illnesses may use the donated time to cover the unpaid period of days to meet the 6-months eligibility prior to long-term disability. The employee will not be eligible to receive donated time beyond the 6-months eligibility.