SICK LEAVE BANK

PURPOSE
The purpose of the Sick Leave Bank is to provide all regular, full-time University employees with income in the event they are personally subject to an illness, injury or sudden unexpected medical condition and face a hardship because they do not have adequate accumulated sick leave and/or vacation leave to cover the period of leave. It is not intended to encourage or reward the abuse or inappropriate use of sick leave. The sick leave bank is not intended for use in the event of minor illnesses or injury lasting six days or less.

RESPONSIBILITY
The Office of Human Resources shall be responsible for managing and administering the University Sick Leave Bank to include the procedural establishment, solicitation of contributions from faculty and staff, processing of applications, preparation and presentation to the Sick Leave Bank Committee and record management.

ADMINISTRATION
The program will be administered by a member of the Office of Human Resources Staff and the Sick Leave Bank Committee.

GUIDELINES/PROCEDURES

Eligibility:
1. To be eligible for Sick Leave Bank benefits, the faculty or staff member must be a Benefit Eligible employee (Benefit Eligible as described in the employee handbook).
2. Prior to utilizing the Sick Leave Bank, the employee must exhaust any and all the following benefits, if available:
   a. Accrued Sick Leave
   b. Accrued Vacation Leave
3. During the first open enrollment period only, employees may donate annual leave and/or sick leave to join the bank.

Funding the Sick Leave Bank:
1. To fund the Sick Leave Bank, Employees will be given an opportunity to contribute three days to the sick leave bank during open enrollment. Employees who choose not to contribute will not be covered by the bank.
2. When the declining balance in the Sick Leave Bank reaches 200 days, employees will again be requested to contribute to the Sick Leave Bank to continue as a member.
3. Contribution to the Sick Leave Bank will be a requirement for applying for benefits. Employees who wish to participate but have no sick leave to contribute will be included in the Sick Leave Bank when they have accrued five days of sick leave during the next open enrollment period.
4. Once an employee contributes to the Sick Leave Bank, that sick leave will not be restored to the individual employee’s sick leave balance.
5. In the event the Sick Leave Bank is terminated, the program will remain in effect until the total days on deposit are exhausted.
6. Contributing employees may not designate a particular employee to receive their donated sick leave as this program is for any and all qualified employees who may be subject to a catastrophic illness or injury.
7. The salary level of the donor or the recipient will not be a factor in the committee’s award determinations, as the intent of the Sick Leave Bank is to provide leave pay at the affected employees’ regular rate of pay.

8. An employee receiving sick leave from the Sick Leave Bank will continue to be paid from his/her regular budgeted account.

9. Time used from the sick leave bank will be counted toward Family and Medical Leave (FMLA) as appropriate.

Coverage by the Sick Leave Bank:

1. In order to be considered for benefits from the Sick Leave Bank, the illness, injury or sudden unexpected medical condition must require the services of a licensed medical practitioner.

2. Requests for Sick Leave Bank assistance must be in writing and be accompanied by a written statement from a licensed medical practitioner stating the beginning date of the condition, a description of the illness or injury, a prognosis and date the employee may be able to return to work.

3. Employees who are granted sick leave from the Sick Leave Bank will not be required to pay back that sick leave to the bank, unless it is determined that the individual has misrepresented his or her medical condition.

SICK LEAVE BANK COMMITTEE

A committee will be appointed by the president for administration of the Sick Leave Bank. The committee will be made up of five members of the University community. The make-up of the committee should fairly represent the differing employee classifications (exempt/non-exempt) as well as include representation from the different functional areas (Facility Services, Academic, Administration, etc.). Committee members will serve a term of three years. A permanent ex officio member from the office of Human Resources will chair the committee.

COMMITTEE DECISIONS AND AWARDS

The Sick Leave Bank Committee will determine the approval or disapproval of sick leave awards for illness, injury or sudden unexpected medical condition from the Sick Leave Bank. The maximum amount of sick leave granted an employee from the Sick Leave Bank cannot exceed one-third of the pool balance or 10 work days whichever is less. Committee members may not take part in decision-making concerning immediate family members. Since employees will be submitting detailed medical information on diagnosis, condition, and prognosis, to the committee, all members will be trained in HIPPA requirements.
SICK LEAVE BANK FORM

IF YOU WISH TO CONTRIBUTE TO THE SICK LEAVE BANK PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO:

HUMAN RESOURCES
SICK LEAVE BANK
ACADEMIC SERVICES BUILDING
ROOM 429

NAME (print) ___________________________________________ CWID # ____________________________

THE NUMBER OF HOURS DETERMINED FROM EACH DAY CONTRIBUTED IS BASED ON YOUR ASSIGNED HOURS. FOR EXAMPLE IF YOUR NORMAL WORK SCHEDULE IS A 7.5-HOUR SHIFT, THEN ONE DAY EQUALS 7.5 HOURS.

WHAT ARE YOUR REGULARLY ASSIGNED HOURS PER DAY? ______________

NUMBER OF DAYS CONTRIBUTED: THREE (3) Days

PLEASE NOTE THAT YOU MUST HAVE AT LEAST FIVE DAYS OF ACCUMULATED SICK LEAVE BEFORE YOU CAN CONTRIBUTE.

___________________________________________________________ _________________________
SIGNATURE DATE

By my signature above, I certify that this information is true and correct. I understand that falsification of this form may lead to disciplinary actions up to and including termination.
QUESTIONS AND ANSWERS

1. Is this an annual election, like during July rather than per pay period, to minimize administration?
   
   Yes, the contribution will be annual during open enrollment.

2. Do you want to have a waiting period like at least 5 years of service?
   
   No. This benefit should be available to every benefit-eligible employee who has at least five days so he or she can contribute three days.

3. What is the tenure of the committee? Who appoints?
   
   The committee members would serve three years and will be appointed by the president.

4. Who determines minor or major illness? The committee decides based on the same criteria as FMLA.

5. What is adequate accumulated sick leave and vacation leave?
   
   Adequate accumulated sick and vacation leave means leave sufficient to cover the amount of time needed by the employee.

6. Who will validate signature of practitioners? Can I hand you a form that appears to be signed by a practitioner?
   
   There will be an official form for the practitioner to sign. The committee will verify the signature.

7. What if not enough hours / days are contributed initially?
   
   If insufficient hours / days are contributed to operate the Sick Leave Bank, the program will be ended, and time will be returned to the donors.