

Date Updated and Published: March 2017**Revision History:****Review: Annually****Last Date Reviewed:** December 2019

PURPOSE

The purpose of the Sick Leave Bank is to provide sick leave to contributors of the Sick Leave Bank who have suffered an unplanned personal illness, injury, accident, disability, or quarantine and his/her sick leave, vacation leave, personal leave, or any other applicable paid leave has been exhausted.

SICK LEAVE BANK COMMITTEE

A Committee of Trustees (hereinafter "Committee"), in accordance with the provisions and procedures outlined below, shall administer the Sick Leave Bank:

1. The Committee shall be composed of five (5) members.
2. Two (2) members shall be appointed by the University President at his/her discretion from the Sick Leave Bank membership.
3. Two (2) members shall be appointed by vote of the President's cabinet, excluding the Vice President of Finance/CFO, at their discretion from the Sick Leave Bank membership.
4. The Vice President of Finance/CFO shall serve as an ex officio member of the committee to lend guidance as necessary.
5. The Human Resources Manager shall chair the committee.

PROVISIONS

1. Membership in the Sick Leave Bank is limited to those individuals who are full-time employees, who are entitled to accrue sick leave pursuant to University policy, who have been employed for twelve (12) full months immediately preceding application for participation, who are currently accruing leave,

and who have a sick leave balance of at least six (6) days at the time of enrollment. A minimum participation of forty (40) employees shall be required to establish and maintain the Sick Leave Bank.

2. Eligible employees may join the Sick Leave Bank by donating five (5) sick leave days. The Committee may assess additional day(s) as they deem advisable. If at any time the number of days in the Sick Leave Bank is less than forty (40) days or one day per member, if there are more than forty (40) members, the committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) shall be donated as accrued by the member. Initial and special assessments to the Sick Leave Bank are nonrefundable and nontransferable.
3. Sick Leave Bank days may be granted for instances of disabling illness, injury, accident, disability, or quarantine of the individual member.
4. A period of five (5) working days without pay shall be required following the exhaustion of all available paid leave before days from the Sick Leave Bank can be used.
5. For the initial year of the establishment of the Sick Leave Bank, employees may enroll during August, September, and October and shall be enrolled without regard to pre-existing conditions of health, if they are actively employed at the time of contribution. In subsequent years, enrollment will take place during the annual enrollment period, which is typically in April. After twelve (12) consecutive months of employment, new employees become eligible to join the Sick Leave Bank and may contribute within the first thirty (30) days after becoming eligible or during the annual enrollment period, if eligible at that time. Enrollment forms must be turned into the Office of Human Resources by the last working day of the enrollment period.
6. All donations to the Sick Leave Bank are final and shall not be returned to the donor unless the Sick Leave Bank is dissolved.
7. Employees shall receive benefits from the Sick Leave Bank for their contracted period of employment. No benefits shall be paid for those days when an employee would not normally be in pay status.
8. The Committee shall prescribe the form and manner of application for use of sick leave from the Sick Leave Bank. The Committee shall act either

affirmatively or negatively on all applications within (10) calendar days of the application. Leave grants from the Sick Leave Bank, as approved by the Committee, shall be in units of no more than twenty (20) consecutive duty days for which the individual applicant would lose pay. Applicants may submit requests for extensions of such leave grants before or after his/her prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60) days. The maximum number of days any participant may receive as the result of any one or the same illness or accident is ninety (90) days. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for the use of sick leave days, a family member or agent may file the request.

9. If the Committee determines it is necessary, they may require a physician's certificate of condition from any member requesting additional leave. Refusal to comply will result in denial of the pending request for use of sick leave days from the Sick Leave Bank.
10. The individual shall not repay grants of sick leave from the Sick Leave Bank except as all members are uniformly assessed.
11. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of pregnancy, elective surgery, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security, workers' compensation, or University paid short-term disability.
12. Members of the Sick Leave Bank shall be eligible to make application to the Sick Leave Bank for sick leave days. Application can be made only after having been a member of the Sick Leave Bank for one (1) calendar year from the date of enrollment.
13. Members shall lose the right to obtain the benefits of the Sick Leave Bank by the following:
 - a. Resignation or termination of employment;
 - b. Cancellation of participation, which is effective on July 31 next;
 - c. Refusal to honor such assessment as may be required by the Committee;
 - d. Being on approved leave of absence with the exception of personal illness or disability leave; or
 - e. Retirement

14. By prior written notice to the Committee, a member may withdraw from the Sick Leave Bank participation on any July 31. Membership withdrawal shall result in forfeiture of all days contributed.
15. All records of the Sick Leave Bank shall be kept in the Office of Human Resources, which handles regular sick leave records. The Committee shall inform that Office of all applications approved and the amount of additional leave granted the member. The reconciliation of the balance of days held in the Sick Leave Bank (days contributed less days granted) shall be approved by the Vice President of Finance/CFO.

PROCEDURES

1. Contributions to the Sick Leave Bank must be made on the form prescribed by the Committee.
2. Each member must sign an enrollment form stating that he/she is aware of the provisions of the Sick Leave Bank and relieves the University and/or the Committee individually or collectively from any liability as a result of action by the Committee. One copy of the form will be forwarded to the Office of Human Resources as a permanent file copy and the Committee will retain one copy.
3. Any recommendation for approval to grant leave from the Sick Leave Bank must have the support of at least three (3) members of the Committee.
4. The Committee will hear all timely filed appeals regarding denials of requests for sick leave grants from the Sick Leave Bank. Only members in good standing may appeal a decision to deny grants of sick leave. All appeals to the Committee must be filed with the Committee Chair within fifteen (15) calendar days from receipt of notice of denial. The decision of the Committee shall be final.
5. All requests to draw from the Sick Leave Bank must be made on a Sick Leave Bank form and submitted to the Committee within thirty (30) calendar days of the first date bank usage is requested. In extreme and unusual cases, exceptions may be approved.
6. All requests to draw from the Sick Leave Bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the

Committee.

7. Notice will be made to the Office of Human Resources only of approved actions. The Office of Human Resources will take no action in anticipation of the approval during the period for processing and payment will be started on the next regularly scheduled payroll for the individual.
8. The Committee shall maintain the records of all contributions, withdrawals, and the status of the Sick Leave Bank. Records of the Sick Leave Bank will be subject to audit by the University.
9. If a member does not use all of the days advanced from the Sick Leave Bank, the unused days will be returned to the Sick Leave Bank.
10. All days collectively contributed to the Sick Leave Bank and not used in any one fiscal year shall be carried over to the next fiscal year.
11. Upon a finding by the Committee of any material misrepresentation of facts by a member in making application for the grant of sick leave from the Bank, the Committee may vote to expel and/or deny grants of sick leave to the member. Any member expelled from the Bank by the Board shall lose all present and future rights to membership, grants of sick leave, and re-enrollment in the Sick Leave Bank.
12. Any member who receives grants from the Bank through the use of any material misrepresentation of facts will be liable for the reimbursement of all salary and benefits expended by the Bank. **ALL MEMBERS CONSENT TO PAYROLL DEDUCTION FOR THE REIMBURSEMENT OF GRANTS FROM THE BANK PAID AS A RESULT OF ANY MATERIAL MISREPRESENTATION OF FACTS.**

Application forms for the Sick Leave Bank may be obtained through the University's Office of Human Resources.

RESPONSIBLE PARTIES

Appointed Sick Leave Bank Committee, Human Resources Manager, Vice President of Finance/CFO, President, President's Cabinet

PUBLICATION

University website