



**8.2.#R**

**Volume 8, Human Resources**

**Chapter 2, Employee Benefits**

**Section #,**

**Approval Authority: President**

**Responsible Executive: Director Of Human Resources**

**Responsible Office(s): Human Resources**

**Effective: Issued:**

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## Sick Leave Bank

### Statement

The purpose of this regulation is to provide all regular, full-time university employees with short-term disability protection in the event they are personally subject to a catastrophic illness or injury and face a hardship because they do not have adequate accumulated leave time or other means of income. It is not intended to encourage or reward the abuse or inappropriate use of sick leave. Requests for care of family members including spouse, parents and dependent children will be considered on a case-by-case basis.

### Entities Affected

All regular full-time employees (Note: Anyone who is eligible to accrue sick time is eligible to apply for sick bank time)

### Background

N/A

### Procedures

To fund the Sick Leave Bank, employees will be given an opportunity to contribute a minimum of one day and a maximum of five days to the Sick Leave Bank. Employees must have a sick leave balance of 10 days or more at the time of their contribution.

When the declining balance in the Sick Leave Bank reaches 500 hours, employees will again be given an opportunity to contribute to the Sick Leave Bank. Once an employee contributes

to the Sick Leave Bank, the donated sick leave will not be restored to the individual employee's sick leave balance. In the event the Sick Leave Bank is terminated, the committee will remain in effect until the total days on deposit are exhausted.

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.

#### Eligibility

In order to be eligible for Sick Leave Bank benefits, the faculty or staff member must be eligible to accrue University sick leave. New employees become eligible after **one year** of continuous regular service.

Prior to utilizing the Sick Leave Bank, the employee must exhaust any and all of the following benefits, if available and appropriate.

- Accrued Sick Leave
- Accrued Vacation Leave
- Floating Holiday
- Worker's Compensation
- Disability Benefits
- No Fault Insurance

Contributing to the Sick Leave Bank is not a requirement to apply for benefits. This benefit will, if approved by committee, provide a Short Term Disability (STD) plan for a minimum of five working days and a maximum of up to 90 working days in any five year period. This five year period is calculated from the first day in which Sick Bank hours are awarded.

In order to be considered for benefits from the Sick Leave Bank, the catastrophic illness or injury must require the services of a licensed medical practitioner. . A catastrophic illness/ injury has been defined to include, but not limited to, the following: lengthy hospitalizations, necessary surgery requiring a lengthy recovery (at least 4 weeks), and ongoing treatment regimen requiring frequent time off work, complicated pregnancy requiring bed rest or hospitalization.

Reasons for denying sick bank time may include, but not limited to: unnecessary cosmetic surgical procedures, illnesses and injuries that do not require medical treatment, minor illnesses and injuries that are temporary in nature.

Requests for Sick Leave Bank assistance must be made using the Sick Leave Bank Request Form and be accompanied by a written statement from a licensed medical practitioner starting 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. The Sick Bank Committee will review prior sick and vacation usage when making their decision.

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 their medical condition or falsified the Sick Leave Bank Request Form. Any unused award will be returned to the Sick Bank at the end of the leave for approved illness or injury.

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 employee's regular rate of pay. An employee receiving sick leave from the Sick Leave Bank will continue to be paid from his/her budgeted account.

The Sick Leave Bank Committee will make the approval or disapproval of sick leave awards for illness or injury 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 90 working days, whichever is less.

#### Appeals

Should an employee disagree with the decision of the Sick Bank Committee, he/she may submit a letter of appeal to the Director of Human Resources.

### Definitions

The **Sick Leave Bank** is a pool of sick days that has been established by employees who have contributed a minimum of one day and maximum of five days to the Sick Leave Bank. Employees contributing to the sick leave bank must retain a sick leave balance of 10 days or more at the time of their contribution.

### Responsibilities

The Sick Bank Committee – will be made up of at least seven members of the University community. The make-up of the Committee should fairly represent the differing employee classification (exempt/non-exempt) as well as include representation from the different functional areas (Facility Services, Academic, Administration, etc.). A Committee member may resign from the committee by notifying the Human Resources Facilitator.

### Violations

Violations of this regulation will be handled under normal University procedures.

### Interpreting Authority

Director of Human Resources

## Regulation Adoption Review and Approval

Approved by the Board of Regents on August 1, 2001 in the Staff Handbook.

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