

Sick-leave Bank

Summary

The college maintains a Paid Sick-leave Bank which is available to full-time nonexempt employees as follows:

- x Nonexempt employees may donate up to five vacation days each fiscal year (in increments of one day or more at any time during that year) to the college Sick-leave Bank.
- x For every day or larger increment, the college will match the employee's donation with an identical amount of time.
- x The maximum size of the college Sick-leave Bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

To be eligible to participate in the Sick-leave Bank, employees must:

- x have worked full-time for the college for at least one year;
- x have donated at least one full day of vacation to the Sick-leave Bank in the past fiscal year and prior to being unable to perform the essential job-related duties;
- x be unable to perform the essential job-related duties because of an extended, non-job-related illness or injury of more than 10 days;
- x have exhausted all accrued sick, short-term disability, floating holidays and vacation.

No one person may receive more than six months of sick leave from the Sick-leave Bank in any 12-month period. Requests for use of the leave must be sent to the associate vice president of Human Resource Services through the employee's supervisor and department head.

The associate vice president of Human Resource Services will take into account the reasons for the request, the recommendations of the employee's supervisor and department head, past performance and attendance information of the employee, other requests and any other information pertaining to the request.

Contact Human Resource Services for information donating vacation days to the college's Sick-leave Bank.