



Frederick Community College Policy

Section 3.00 Personnel Policies	Policy Number	3.27
	Page	1 of 2
Employee Sick Leave Bank	Procedure Number	3.27
	Board Approved	6/28/00
	Re-approved	4/20/05
	Revision Approved	11/28/07
	Revision Approved	4/15/09

A. Definition and Purpose

1. All budgeted employees who receive sick leave benefits are eligible to participate in the Sick Leave Bank. Contributors will be permitted to use the bank for payment of prolonged, catastrophic, incapacitating personal illness, injury or quarantine of the employee during the regularly scheduled duty days. Use of the Sick Leave Bank is open only to those eligible employees who are enrolled in the Sick Leave Bank.
2. Conceptually, this is a common pool, not a true "bank". Employees do not retain ownership of any days they contribute and have no right to withdraw those days once contributed. Nor do employees owe any days to the bank once used; those days do not have to be repaid.
3. Leave granted under this policy is used as Family Medical Leave Act (FMLA) leave. Sick leave bank days are treated as though the employee had accumulated sick leave. Any unused days will be returned to the sick leave bank.
4. The Sick Leave Bank shall be administered by the AVP for HR in collaboration with the Chair's of the Affinity Groups. The AVP for HR and the Chairs will develop and implement procedures as necessary to administer this policy. The AVP for HR has the right to approve or deny requests based on pre-established criteria.
5. Sick leave provided by this bank is leave which may be granted to an eligible employee when accrued sick and annual leave have been exhausted.
6. The employee may request that the chair of their affinity group advocate on their behalf should their approval for sick leave bank benefits be denied by the AVP for Human Resources.

B. Approved Uses and Exclusions

1. The Sick Leave Bank is only for the employee's prolonged, catastrophic, incapacitating personal illness. It is not for temporary, short-term conditions such as colds or flu.

2. Leave for surgery will be approved only for surgery that is medically necessary as supported by medical certification. An example of surgery that is not medically necessary is elective cosmetic surgery.
3. Leave under this policy will not be approved for illness of members of an employee's family or to care for or assist other persons who are ill or disabled. This is consistent with College Policy 3.21.J. under which employees may use only the specified number of days of sick leave for family illness. Beyond that, employees may use annual leave or may request leave without pay.
4. Leave Bank benefits are not available for a condition or disability which is covered under Workers' Compensation Laws.

C. Membership

1. A current employee becomes a member of the Sick Leave Bank by donating one day of sick leave to the bank. A one-day donation is taken at the time of enrollment. For full-time employees, one day is defined as seven hours. For part-time budgeted employees, time assessed and granted under this plan will be prorated based on hours worked.
2. New employees become eligible to participate after working half of their annual contract period, e.g., 12-month employees after 6 months, 10-month employees after 5 months.
3. Contributions to the Sick Leave Bank must be authorized by the employee on the appropriate form, available in the Human Resources Office. The authorization will continue from year to year unless revoked by the member in writing to the AVP for HR prior to July 1. The annual contribution, one day of sick leave, will be deducted from the employee's sick leave balance the second pay period in October each year and placed in the Sick Leave Bank.
4. Additional time may be assessed if the Sick Leave Bank has a negative balance. Members will be notified prior to any additional deduction. In the event the bank has an excess balance as determined by the AVP for HR in collaboration with the Affinity Group Chairs, they may elect to assess a deduction of less than seven hours.
5. Current employees who fail to enroll in the Sick Leave Bank before October 1st must wait until enrollment is open again (July 1 - October 1 of the next fiscal year).
6. Forms to join the Sick Leave Bank and to request leave from the bank should be submitted to the Human Resources Office.

- D. Upon return to work, as needed and upon request, an employee may be granted an advance of up to 5 days of sick leave. This advance is a loan to assure that the employee has adequate time to meet their own or family healthcare responsibilities. This loan shall be paid by the employee as the employee accumulates sick leave.