



Sick Leave Bank Frequently Asked Questions

1. Why is the Sick Leave Bank (the bank) a good benefit for employees?

The bank provides paid sick leave to qualifying employees who are medically certified as unable to perform the duties of their jobs as a result of a personal illness, injury, accident, disability, medical condition and who have exhausted all their personal annual, compensatory, and sick leave balances.

2. How do I join the Bank?

Open enrollment for the Bank begins August 1st and continues through September 30th of each year. Forms may be requested at the HR Office.

3. How many sick days do I need to be eligible to join the Bank?

Employees joining the Bank must have a minimum sick leave balance of 3 days as of August 1st of the enrollment year.

4. Do I have to contribute additional days to the Bank to maintain my membership?

Eligible employees electing to join the Bank will initially have three days of sick leave deducted from their sick leave balance and donated to the Bank. To continue annual membership, member must donate 3 days.

5. Am I required to re-enroll every year if I am already a member of the Bank?

Yes. You maintain your membership in the Bank as long as you meet the annual assessment requirement.

6. Where do I find the Withdrawal Request Application and Medical Certification form?

You may obtain Sick Leave Bank forms from your human resources office.

7. Can employees retain their leave and use leave from the Sick Leave Bank?

No, Prior to receiving paid leave benefits from the Bank, employees must use all of their accumulated sick, annual, and compensatory leave and be in unpaid leave status for five (5) continuous workdays.

8. What conditions does the Sick Leave Bank cover?

A serious personal illness, accident, or injury that may be sudden or unexpected to the employee and keeps him/her from work as verified by a licensed physician. Conditions that are short term in nature, including, but not limited to, common illnesses, injuries, and surgeries will not be considered. However, chronic illnesses or injuries, such as cancer or major surgery that are long term in nature may be considered.

9. Does the Sick Leave Bank cover elective surgery?

No, the Sick Leave Bank does not provide benefits for cosmetic or elective surgery.

10. What are the eligibility requirements to enroll in the Sick Leave Bank?

To enroll in the Sick Leave Bank an employee must:

- Be employed in a full-time regular position
- Contribute three (3) sick leave days to the bank during one of the open enrollment periods

11. Can Employees use the Sick Leave Bank while on any type of approved leave?

No, a participating member shall not be eligible to use sick leave from the bank if the employee is on worker's compensation, illness-in-the-line-of-duty leave, or other approved leave.

12. Can I withdraw my membership in the Sick Leave Bank?

Yes, an employee who wishes to withdraw from participation in the Sick Leave Bank may do so. Withdrawal will be effective immediately upon receipt by the Benefits Department of written notification of the employee's intent to withdraw. **The Participating employee who chooses to withdraw from participation shall not be eligible to withdraw any sick leave already contributed to the bank.**

13. Am I required to re-enroll every year if I am already a member of the Bank?

Yes. Enrollment is effective for one year. You will need to re-enroll and ensure you meet the annual assessment requirement of (3) donated sick days.

14. How often may I draw from the Bank?

A qualifying member may receive a maximum of 30 days of sick leave from the Bank within a 12-month period. The initial 12-month period starts on the date your sick leave grants first begin and extends 12 months forward from the date. A new 12-month period would begin the first time days from the Bank begin again after completion of the previous 12-month period.

15. May I receive days from the Bank when my family is ill?

Days from the Bank are for employee use only. Members are not eligible to receive days from the Bank for illnesses of family members or anyone other than the member.

16. If I decide to leave the Bank, may I get my donated sick days back?

No. All initial donations as well as annual and special assessments contributed to the Bank are nonrefundable and nontransferable.