

Emergency Sick Time Bank

The Emergency Sick Time Bank is a "bank" of sick time that has been donated by fellow non-union staff/administration members for use by other non-union staff/administration members who are faced with a non-work related catastrophic illness and have exhausted their own sick/family leave balances. Donation to and withdrawal from the sick bank is entirely voluntary and will be kept confidential to the extent possible.

How can I donate hours?

Once each year Human Resources will provide a window of time in which donations may be made. Staff members may donate a **maximum of two weeks** (10 working days, typically 35 hours per week) of accrued sick time provided:

- You retain a minimum of one week of sick time in your own accrual.
- Donations can only be made during the enrollment period when Human Resources sends out the enrollment notice.
- You complete the formal Donation Form.

These banked hours will be assigned to a reserve rather than donated to specific individuals. Before making a donation, HR recommends that you review the full summary of the University's sick/family leave and disability benefits.

How do I request hours?

- You must have been employed for at least six months
- You must have a serious non-work related health condition as defined by the Family Medical Leave Act or a qualified disability under the University's short-term disability insurance plan.
- You must provide medical documentation of this serious health condition.
- You must have used all your available paid sick time prior to accepting emergency sick bank hours.
- You must have used all but 1 week of vacation time (defined by a typical work week). You may not carry more than 1 week of accrued vacation time while you are using banked emergency time.
- An award of Sick Leave Bank hours plus your own sick leave and/or disability leave, may not exceed a maximum of six months of paid time off.
- You must have applied for Short Term Disability (STD).
- You may apply for **up to two weeks** (10 work days or 35 hours per week) or no more than 30% of the available hours in the sick bank, whichever is lower.
- You may only make one request of the sick bank in any one calendar year.
- Sick Leave Bank hours must normally be taken immediately after they are awarded and may not be saved for a later date. However some flexibility will be allowed for isolated doctors' visits upon the staff member's return to work.

Human Resources will not reveal information about any staff member's illness or the amount of sick time anyone may have or may request to cover a leave. This program will be kept confidential to the extent possible.

Human Resources will only transfer sick time according to the procedures listed above. Sick days cannot be transferred retroactively once a staff member has returned to work. If there are no hours available in the sick bank, awards will not be made.