

RULES OF MEMBERSHIP

The members of the bank have no vested rights and may not direct the use of the assessment. Any employee may cancel membership from the bank by written request as of June 30 of each year. The days contributed to the bank are non-refundable. The right to membership or to apply for membership ceases with termination of employment, retirement, cancellation of membership or refusal to comply with assessments.

If membership falls below 20 members and the sick leave balance is less than 20 days, the sick leave bank trustees may decide to dissolve the bank rather than making an assessment. If the bank is dissolved, any days on deposit shall be returned to the participating members at the time of dissolution and credited to their personal sick leave accumulation in proportion to the days each has contributed. Membership in the bank shall remain confidential and be divulged only as necessary to maintain and administer the bank.

CONTRIBUTIONS/ASSESSMENTS OF SICK LEAVE DAYS

All sick leave days contributed to the bank are non-refundable and non-transferable (except in the case of an employee transferring without a break in service to another campus which has an established sick leave bank). These guidelines are outlined in Personnel Policy 382.

The trustees are authorized to make the necessary and reasonable assessments of the membership to maintain an adequate reserve of days based upon total membership and projected need. To maintain the bank, the balance of sick days in the bank should not fall below one day per member. In the event of an assessment, the membership must be notified in writing at least 30 days prior to the effective date of assessment. At the end of the 30-day notification period, transfers will be made from the sick leave balances of members to the bank, except in cases where members have notified the trustees of their unwillingness to honor the assessment.

Failure to comply with any assessments established by the sick leave bank trustees will result in cancellation of membership unless the member has made a current application for sick leave from the bank or is on leave using the allocation from the bank. If a member has no accumulated sick leave at the time of the assessment, the first earned days shall be donated as they are accrued by the employee. The number of days requested from each member may not exceed 24.0 hours per assessment or 48.0 hours in any fiscal year.

ELIGIBILITY/APPLICATION FOR SICK LEAVE DAYS

Members who have been in the sick leave bank for at least 30 days are eligible to apply for sick leave days from the bank. Sick leave days may be requested from the bank only for the serious personal illness or injury of an employee. If the request is for a preexisting condition, there will be a six month waiting period before a grant will be made. Pre-existing shall mean a condition which existed for which an employee received treatment or advice during the six month period prior to the effective date of initial sick leave bank membership. Bank sick leave days may not be granted for elective surgery. The Sick Leave Bank Trustees, in considering requests for leave for surgical procedures, will follow the AMA (American Medical Association) guidelines governing elective surgery. Elective is defined as "A surgical procedure that can be scheduled at the convenience of the patient." Therefore, requests for leave to cover this type of surgery will not be approved. Also, leave may not be granted for illness of any member of the individual's family, or during any period an individual is receiving disability benefits from social security, a retirement plan, long-term disability, or during any period of time an individual is drawing or is eligible to receive workers' compensation benefits.

All personal accrued leave (sick, annual, personal) and unused days of closing or holidays must be used before receiving sick leave days from the bank. However, application may be made prior to that time and approval given contingent upon the employee's exhaustion of all accrued leave. If an employee is eligible but unable due to physical or mental condition, any family member or other agent may apply on behalf of the employee.

GRANTING SICK LEAVE DAYS

The five trustees shall act upon all applications for sick leave days from the bank within 10 calendar days from receipt of the request. All actions by the trustees require three affirmative votes. The number of sick leave days granted may never exceed the number of days in the sick leave bank. Employees must be in an unpaid status for five (5) work days before receiving hours from the bank. Each initial grant of sick leave days shall be limited to a maximum of 30 consecutive calendar days. After the initial grant, extensions of 30 day increments may be approved, up to a 90 day calendar day maximum in a twelve-month period. Part-time employees who have joined the bank will be awarded hours based on their contribution. For example, if a 50 percent full-time member employee makes application, the award will be based on the percentage used for the assessment. When sick leave from the bank is granted to an employee, the hours will be transferred to the employee's sick leave balance. The employee is considered to be in active pay status during the use of that leave and all employment benefits apply including the accrual of annual and sick leave. If any sick leave is granted but not used by the employee, the unused portion of the amount of sick leave transferred is returned to the sick leave bank. This would apply in the case of an employee's death or recovery from the illness or injury. The maximum amount of time an

employee can receive from the bank after February 2, 2018 is 180 work days. Sick Leave Bank time taken before February 2, 2018 will not be considered. Sick leave granted to an employee is given without obligation and does not have to be repaid.