



HUMAN RESOURCES PROCEDURES

Professional-Technical Sick Bank

Purpose of Procedure

The Pro-Tech sick bank is used to donate sick time to employees who have used all their paid time off, are absent from work and are in the waiting period for long term disability insurance. The bank may also be used in special circumstances such as catastrophic illnesses of immediate family members. The sick bank is an accumulation of time that has been donated by Pro-Tech members, and is managed by the Pro-Tech unit and Human Resources. This procedure explains the process that an employee must follow to donate and receive sick time from the bank.

Name and Contact Information of Persons Involved in Procedure

Susan Praski – Compensation & Benefits Administrator (x20503)

Kelly Banks – ProTech President (x20290)

Step-by-Step Procedure

- ❖ **Employee Donations to the Sick Bank** – Members may donate time to the bank to benefit a specific member in a time of need, to meet a specific request to subsidize the bank, or upon separation from the College. Members who have transferred into the Pro-Tech bargaining unit from another unit may only donate an amount equal to the number of days they have accumulated as a Pro-Tech member, less any days used as a Pro-Tech member.
 1. The member must notify the Comp and Benefits Administrator and the Union President in writing of his/her request to donate time to the bank.
 2. HR will check the balance of the donating employee on the Datatel LEVS screen to verify that the donation will not drop the employee below a balance of 64 sick days (512 hours). This is to ensure that the donating employee will have enough sick time to fulfill the waiting period for long-term disability insurance in the event he/she becomes disabled.
 3. If the employee has enough sick time to fulfill the waiting period for long term disability insurance (see #2 above), HR will do the following:
 - a. Make an entry in the Datatel to deduct the hours from the employee's sick leave bank.
 - b. Make an entry in the Pro Tech Sick Bank spreadsheet to record the hours donated from the employee. If the member is donating time for a specific reason, (i.e. gift for a special need of an employee) a comment will be entered to document this.

- ❖ **Criteria for Sick Bank Donations to Employees** – Both of the following must occur for an employee to be eligible for a sick bank donation.
 1. The employee has a balance of zero in all of his/her leave banks including: sick, vacation, personal and comp-time banks, and
 2. The employee has one of the following qualifying events:
 - a. The employee is in the waiting period for long-term disability insurance benefits. These events include but are not limited to: hospitalization, intermittent cancer treatment, heart attack, major accident, dialysis, medical inability to work due to a pregnancy, etc.
 - b. In the event that the employee experiences a catastrophic event (for example, an FMLA event) involving someone they are a primary care giver for, the event may be covered by the sick-bank with consensus of the JUMP team.



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❖ **Donation Limits for New Employees**

During the first 5 years of Pro-Tech employment, employees are eligible for sick leave donations from the sick leave bank equal to the cumulative amount of Pro-Tech sick leave they have personally been allocated, less any donations from the Pro-Tech bank previously received. They must satisfy the regular eligibility criteria for sick leave bank donations. JUMP may make exceptions to this on a non-precedent setting basis.

EXAMPLE: An employee who began full-time employment on August 10, 2000, becomes totally disabled on October 4, 2002. The employee is eligible to receive 280 hours from the Pro-Tech sick bank*, provided she used all her accrued paid time off, is in the waiting period for long term disability insurance and has not previously received a donation from the bank. If she received a donation in the past, the 280 hours would be reduced by the amount previously received from the sick leave bank.

* The 280 hours is determined by the total sick hours she has been allocated from the College, as follows:

1. She began employment on August 10, 2000 and received 88 hours of sick leave for the 00-01 fiscal year, which is a prorated amount for the 11 months remaining in the year.
2. On July 1, 2001, she received 96 hours of sick leave for the 01-02 fiscal year. This is the amount full-time employees receive at the beginning of each fiscal year.
3. On July 1, 2002, she received another 96 hours of sick leave for the 02-03 fiscal year.

❖ **Steps for Sick Bank Donation to Employees**

1. The Pro-Tech employee (or a representative if the employee is incapacitated) may apply for time from the sick bank via email or a memo to the Pro-Tech President or designee (the President must notify Human Resources in writing of the authorized designee). The application must include:
 - a. The reason or event that qualifies him/her for a sick bank donation.
 - b. A doctor's statement that satisfies the criteria identified in Article 13, Section 11 of the Collective Bargaining Agreement ("the statement of a physician setting forth the nature of the disability, prognosis and expected duration of incapacitation").
 - c. The amount of time requested
 - d. Anything else that may be pertinent to the employee's request.
2. The Pro-Tech President or designee will approve or deny the request based on the criteria above. If the request is approved, the Union will forward a copy of the request and notification of their approval to HR and the employee's supervisor.
3. HR will verify that the requesting employee:
 - a. Has no sick, vacation, personal or comp-time remaining in his/her bank
 - b. Is off for a valid reason under this procedure and has his/her supervisor's written verification.
4. After HR confirms that the employee is eligible to receive a donation from the sick bank they will perform the transaction necessary to donate the time from the Pro-Tech sick bank into the employee's personal bank.

❖ **Additional Information to Consider**

- If the employee earns vacation time (the 16th of each month) while using sick time from the Pro-Tech bank, he/she will need to use that vacation before using any more donated



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sick time. In other words, the employee's accruals must always equal zero to be able to use any donated sick time.

- When the employee returns to work, any unused donated sick time must be returned to the Pro-Tech sick bank.