



Sick Day Bank Policy

Purpose

The Bay County Library Employee Sick Day Bank is intended to provide additional paid sick leave for full time employees who have exhausted their accrued vacation, personal and sick day benefits as the result of a catastrophic illness or injury. The Bank serves as a depository into which participating employees may voluntarily contribute sick days for allocation to other participating employees. The Sick Day Bank will not be used in conjunction with Workers Compensation Insurance, disability, or any other paid compensation.

Participation

Participation in the Sick Bank is voluntary. Employees who opt in are required to donate one sick day each year, but may donate more to help increase the initial balance of the sick Bank. Once the Bank has been established, an open enrollment period will be held annually during the Health Insurance open enrollment period. To remain a member in good standing, members must make an annual contribution to the Bank. Any member can opt out at any time with written notice and will not be able to participate for the remainder of the calendar year. Any member opting out of the Bank will not receive back contributed sick days.

Donation Obligation

Each member of the Bank will donate one sick day per calendar year (employees may donate more if they wish). Should the Bank reach a balance of 15 days or fewer, a special contribution period may be opened to the members to increase the balance. Once a member receives days from the Bank, the member will be required to donate one day annually for the duration of their employment.

Administration of the Bank

The Human Resources/Payroll Office will be responsible for the record keeping of the Bank.

Eligibility to Receive Days

Sick Day Bank is to be used for a severe medical conditions which requires an employee's absence from work for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation, personal and/or compensatory time. A qualifying illness or injury might include, but is not limited to, cancer, major non-elective surgery, serious accident, heart attack, or complications of pregnancy. In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of extended duration, and require the services of a licensed health care provider. It does not typically include the birth of a child, planned or elective surgeries, or common illnesses.

Sick Bank Days may be used for the employee, parent, a spouse, domestic partner or child who has a medical emergency as defined above.

Procedure to Apply for Days

- An employee or his/her designee must request sick leave from the Bank by completing an application and submitting it to the Human Resources/Payroll Office.
- All applications must be accompanied by a health care provider's statement which includes the beginning date of the condition and a description of the illness or injury. All applications must indicate the number of sick days being requested.
- A decision will be rendered to the employee within Five (5) working days after receipt of the completed application.

Payment of Sick Days

Each participating employee may receive up to 15 days in a 12-month rolling period. The 12-month rolling period starts on the first used sick bank day. The employee will receive their current hourly rate of pay. Existing payroll deductions will continue to occur. Any unused Sick Bank days will revert back to the Bank.

Miscellaneous

- Eligibility is discontinued upon termination of employment, retirement or death.
- Members must waive all claims to leave voluntarily donated to the Bank, including any monetary or retirement-related value the days may hold.

Denial of Sick Bank Leave

In the event that an employee is denied days from the bank and wishes to appeal the decision, the employee may submit a written appeal to the Director. A committee formed of one representative from each union and an additional administrative employee will review the appeal and make a final decision within 10 (ten) days of the written appeal.

No guarantees are made to employees that their request will be honored if there has been an inordinate number of requests that drained the balance of the bank.

Adopted 2-17-2017