



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 318.08
RELATED TO POLICY NO. 318.08**

TITLE: SICK LEAVE BANK

Regular employees are eligible to receive donated credits if:

- They are eligible to receive sick leave.
- They are not eligible for Worker's Compensation.
- They are not eligible for LTD.
- They have exhausted all of their sick and vacation hours.
- They meet the qualifications for Family Medical Leave.

Sick leave bank credits may be used for illness or injury for the employee or immediate family member (spouse, dependents, parents, grandparents, siblings). Other individuals may be included with prior approval of the President. Employees must provide a physician's certificate to be considered eligible for the sick leave bank. Approval of eligibility for the sick leave bank shall be made by the President.

Sick leave credit donations shall be made in no less than four-hour increments. Donated sick leave credits may be used by the recipient on a retroactive basis, beginning the day after their vacation and sick leave credits are exhausted. Employees wishing to request or donate sick leave credits should contact the Director for Human Resources. The sick leave account will be maintained by the Payroll Department.

DATE OF ADOPTION:
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: 04/26/11 by CC