

## POLICY 10 SICK LEAVE

### Rule 10.02 - Shared Benefits Program/Sick Leave Bank

Under the Shared Benefits Program, a Sick Leave Bank is available to provide additional sick leave days for employees who have exhausted all accumulated sick leave and who have disability claims pending before the State Universities Retirement System.

To be eligible to receive leave from the pool, an employee must have donated at least one full day of accrued leave by voluntarily transferring leave time. Once leave has been donated to the sick leave pool, it cannot be restored to the donating employee. Employees may not designate a particular employee to receive their donated time.

### Regulations

#### 10.021 Participation Procedures

An employee may voluntarily transfer accrued leave benefit time to a pool within the university. The minimum amount of leave an employee may contribute is one (1) day, and donations must be in one- day increments (no partial days).

In order to establish participation in the pool the donating employee must have accrued enough leave days in order to retain a minimum balance of ten (10) days for personal use. Thus the donating employee must have accrued:

- 1) A minimum of eleven (11) days of sick leave; or if the employee does not have sufficient sick leave accrued;
- 2) At least eleven (11) days of a combination of vacation and sick leave; or
- 3) At least eleven (11) days of vacation.

Any employee who wishes to transfer a portion of vacation or sick leave must sign a statement indicating the number of days to be transferred. No transfer of funds will occur, but the contributing employee's leave balance will be reduced by the number of days contributed. Employees may contribute to the pool at any time.

#### 10.022 Eligibility to Receive Leave

To be eligible to receive leave from the pool, an employee must have donated at least one full day of accrued leave to the pool, and have a disability claim pending before the State Universities Retirement System. In addition, the employee must:

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- 1) Have exhausted all accumulated sick leave if he or she participated in the pool by contributing sick leave only; or
- 2) Have exhausted all accumulated sick leave and vacation if he or she participated in the pool by using a combination of vacation and sick leave or vacation only.

Each campus may develop guidelines for the distribution of sick leave from the pool to those who apply.

Employees who use leave from the pool are not required to pay it back. Any balance of days approved but not required for the illness will remain the property of the sick leave pool. The estate of a deceased employee is not entitled to payment for unused pool leave. Any unused balance of pool leave in such an instance remains the property of the sick leave pool.

#### 10.023 Procedures to Apply for Pool Leave

The employee or a designee may apply for pool leave within five (5) days of exhausting all accrued sick leave (or vacation leave, if applicable). The request must be in writing and submitted to the head of the campus human resources office, with justification (physician's statement) for the request, the estimated number of sick leave days needed from the pool, and information related to any pending disability claim. The physician's statement must include the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery.

The campus human resources office will render a decision to the employee within five (5) working days after receipt of the application. The amount, if any, of pool leave granted for each request will be determined by the campus human resources office but cannot exceed one-third of the balance in the pool or a maximum of forty-five (45) working days, whichever is less. Sick leave days will be transferred on a ratio of one to one regardless of the hourly rate of pay for either party or if the person has a 37 1/2 hour, 40 hour, or any other work schedule. An employee may apply for leave from the pool only once per appointment year.

#### 10.024 Appeal Procedure

In the event an employee applying for sick leave from the pool is denied benefits, the decision may be appealed to a committee of three people: the head of the campus

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human resources office or a designee, the campus Employee Staff Council chairperson or a designee, and a member of the University Employee Advisory Committee who represents the employee's campus. The committee will render a decision within five (5) working days from the date of the appeal.