

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Sick Leave Bank
BOARD OF TRUSTEE APPROVAL: 6/8/2005; 4/23/2025

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EFFECTIVE DATE: 8/1/2005; 4/24/2025

The College shall establish a sick leave bank for full-time employees who choose to participate. The day-to-day administration of the bank shall be the responsibility of the College.

The purpose of the Sick Leave Bank is to provide a means of obtaining additional sick leave days to avoid loss of compensation due to a catastrophic illness or catastrophic injury of the participating and eligible employee that requires intermittent or continuous absence from work.

Catastrophic injury or illness is defined as a life-threatening condition or combination of conditions affecting the mental or physical health of the employee, employee's spouse, employee's child(ren), and employee's parents, and includes, but is not limited to, the following: lengthy hospitalizations, necessary surgery requiring a lengthy recovery, an ongoing treatment regimen requiring frequent time off work, or complicated pregnancy requiring bed rest or hospitalization prior to birth. The catastrophic illness or injury must require the services of a health provider. This benefit is available to eligible, voluntarily participating faculty and staff who have legitimately exhausted all of their accumulated sick and vacation/personal leave.

Responsibility

The Payroll & Benefits Clerk shall be responsible for managing and administering the Sick Leave Bank to include the procedural establishment, solicitation of contributions from faculty and staff, processing of applications and records management. The donation/enrollment period is each May. Enrollment communication will be provided by the Payroll & Benefits Clerk.

Participation

1. Participation is voluntary.
2. All regular full-time employees who have a sick leave balance of ten or more days at the time of the initial contribution and have been employed full-time consecutively for one year, shall be eligible to participate in donations to the bank.
3. Those who choose to participate shall contribute at least one day of their sick leave at the beginning of their period participation and can contribute no more than 10 days per year.
 - I. Faculty: 6 hours/day
 - II. Administrative and Classified Staff: 8 hours/day
4. Once employees elect to participate in the Sick Leave Bank, membership is established for the duration of their employment, unless he/she submits a statement

- to discontinue membership or decline to make the required annual contribution* (*see #5 Participation*) to the Sick Leave Bank. Days previously contributed will not be restored to the employee's personal accumulation if membership is discontinued.
5. Should the total number of days in the leave bank drop below 1200 hours, all participants who have 10 or more sick days accumulated shall contribute one additional leave day to the bank (members can contribute more if he/she chooses and has the leave available).
 6. If an employee leaves employment and later returns to HCC, a new contribution/enrollment will have to be made to the bank to be considered eligible.
 7. If a participating employee transitions from full-time to part-time, the employee loses eligibility and does not regain the donated day(s).
 8. A participant granted leave of absence shall retain his/her status upon returning to regular duties.
 9. Upon employee retirement and/or resignation, unused sick leave can be donated. The donation form has to be completed prior to the employee's last day worked and turned into the Payroll & Benefits office.
 10. Employees whose contracts or positions are terminated shall not be allowed to use sick leave bank days to otherwise extend their employment.
 11. In no case shall days be granted that would extend beyond the employee's current contract year.
 12. Employees shall not be allowed to withdraw days from the bank for any days for which worker's compensation benefits are received.
 13. Paid maternity/paternity policy leave pay does not work in conjunction with the sick bank.
 14. Donations cannot be made to a specific person, only to the bank.

Application, Approval, & Appeal

1. Only participating employees are eligible to draw from the bank.
2. A completed sick bank request form needs to be turned into the Payroll & Benefits Clerk 14 days prior to the request of leave to be drawn (if possible):
 - I. Review committee (VPFO, HR Manager, and the Payroll & Benefits Clerk) will review and approve or deny the leave bank withdraw request.
 - II. Application will include written medical documentation indicating illness and amount of release time needed. Legitimacy of previously used employee earned sick leave may be considered.
 - III. Approved leave will begin on the first day without pay and run continuously.
 - IV. Should the review committee deny the request, an appeal can be made to the President within 10 business days of receiving notice of the denial. The President's decision is final.
3. Eligibility shall continue until
 - I. The employee is able to return to duty or

- II. Until the date which reflects the maximum number of benefit days after the date of the commencement of the illness or injury for which use of the sick leave bank is sought, whichever occurs first.
4. Eligible employees can request to withdraw up to 30 days per calendar year.
(Faculty: 6 hours/day; administrative & classified staff: 8 hours/day)
5. In the event that two or more people are making application for use of sick leave days, available days will be awarded according to the following criteria:
 - I. Years of service to the college (full-time consecutively)
6. If the employee leaves the employment with days on loan, including if retiring, HCC will deduct from the employee's last check the substitute rate of pay for each day. Days not used will be returned to the bank. However, if the employee's injury or illness requires to leave employment, the employee will be allowed to maintain the approved hours.

Discontinuation

In the event that the HCC Board discontinues the Bank, all employees who are members of the Bank at the time of discontinuation shall remain members without additional contributions until all days in the Bank are exhausted or the remaining pool of days is pro-rated back to the contributing employees.