

## **Sick Leave Bank**

### **A. Purpose**

A voluntary Sick Leave Bank will be maintained for use by qualified members whose allotment of paid leave has been depleted through illness or accident, and who require additional leave to permit recovery from extended illness.

### **B. Membership**

Employees who wish to join the Bank, and who meet the eligibility requirements, will, during August of their second year, or any subsequent month of August, contribute one (1) day, or 8 hours, of their accumulated sick leave to the Bank. Employees may join the bank only in August.

### **C. Administration of the Bank**

1. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of:
  - The Assistant Town Administrator
  - the Finance Director, and
  - two (2) employees designated by the Town Administrator.

Records pertaining to the Bank shall be maintained by the Town.

2. The decisions of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be by a majority of members voting and shall be final and binding. Any appeal will be limited to an appeal to the Sick Leave Bank Committee itself. A favorable decision requires three votes.

3. Decisions relating to the grant of days from the bank shall not affect the Town's right to make determinations regarding any employee relations matter, including determinations regarding the appropriateness of any employee's use of sick leave.

### **D. Eligibility Requirements for Joining the Bank**

Qualified membership of the Sick Leave Bank shall be limited to benefit eligible employees covered by this bylaw who have accumulated at least ten (10) days. Each employee who joins the SLB shall contribute two days to the SLB upon acceptance.

### **E. Application for Benefits**

Individual petitions will be presented to the Sick Bank Committee by interested parties in writing, and must be accompanied by medical evidence of illness and anticipated date of return to work from a Medical Doctor.

Applications should be made prospectively and will not be considered to be applied to lost time retroactively. Applicants are required to file a request with the Committee when their sick leave accumulation has reached ten (10) days so the Committee has sufficient time to meet and deliberate.

F. Granting of Days

1. The initial grant of sick leave by the Sick Leave Bank Committee shall not exceed twenty (20) days.
2. Upon completion of the initial period, additional days may be granted by the Sick Leave Bank Committee upon demonstration of need by the applicant. It should be understood that it is not automatic that an employee will be covered for the entire illness.
3. Days will not be granted to permit an individual to stay home to care for other members of the family.
4. Days granted but not used by the applicant will be returned to the Bank.

G. General Criteria

In administering the Bank and in determining the amount of leave, the following general criteria shall be applied by the Sick Leave Bank Committee:

1. Medical evidence of serious illness and anticipated date of return to work;
2. Current availability of (Vacation, Sick, Personal, etc); and
3. Other lawful factors as a majority of the Sick Leave Bank Committee may deem appropriate.

H. Return to Employment

Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to accumulate individual sick leave on the same basis as other employees.

I. Funding

1. The unused days in the Sick Leave Bank shall be carried from year to year.
2. In the event the Sick Leave Bank goes below twenty (20) days, it will be the employee's responsibility to replenish the Sick Leave Bank.
3. When an employee returns after using the Bank, he/she shall be required to deposit one (1) day into the Bank at the start of the next fiscal year.