



## Policy 04:135 – Sick Leave Bank

The University has established a Sick Leave Bank as an employee benefit to provide eligible employees with an emergency pool of sick leave days to mitigate the impact of lost wages due to a catastrophic illness, injury, or medically-necessary procedure. A catastrophic illness or injury is a serious condition or combination of conditions that (a) affect the physical or mental health of the employee and/or immediate family, (b) result in a life-threatening or life function altering condition, and (c) require an extended period of absence from work. A medically-necessary procedure does not have to be life threatening, but is likely to require an absence from employment for an extended period of time.

Eligible employees are those employees who accrue sick leave, have completed one (1) year of continuous service to the University, and who have a minimum combined leave balance of forty (40) hours at the time of enrollment. Part-time employees who are eligible to participate in the bank will do so at pro-rated contribution and benefit levels.

To receive benefits through the sick leave bank, employees must (1) be enrolled in the sick leave bank, (2) have made the required contributions to the bank, (3) and have exhausted any and all accrued sick and annual (vacation) leave.

Where applicable, sick leave bank benefits and Family Medical Leave Act (FMLA) benefits will run concurrently. For more information on FMLA, please see UM Policy 04:130. Employees may not designate a particular employee to receive their donated sick leave. Sick leave hours deposited into the bank are irrevocable and will not be reinstated or transferred back to the participating employee for any reason, including for retirement purposes.

The Office of Human Resources will administer all aspects of the sick leave bank and will evaluate all applications for sick leave bank benefits to ensure eligibility. All awards will require certification from a qualified health care provider and will be evaluated by the Director of Human Resources and Risk Management in accordance with FMLA guidelines where applicable. The Director of Human Resources and Risk Management, in consultation with the Vice President for Business Affairs, will maintain procedural guidelines for the administration and maintenance of the sick leave bank; such procedures shall be posted on the Human Resources web page found on the UM website. If an employee's application for benefits from the bank is not approved, the employee may choose to appeal to the Provost/Vice President for Academic Affairs, whose decision will be final.

The Director of Human Resources and Risk Management is responsible for periodically reviewing and, when appropriate, recommending to the President, or his designee, any revisions

of the Sick Leave Bank rules, regulations, procedures and forms as needed for effective operation of the Bank.

*Approved 5/09*

*Last Revised 4/26*