

SECTION: Fringe Benefits
SUBJECT: Sick Leave Bank
SOURCE REFERENCE: Board of Trustees Policy 610.01

NUMBER: G/1.5

Sick Leave Bank

Pursuant to action of the Alabama Community College System, the College has established a sick leave bank for employees. The purpose of the Bank is to provide a loan of sick leave days for its participating members after their accrued and compensatory leave has been exhausted. Additionally, the Sick Leave Bank shall provide for donations of sick leave in cases of catastrophic illness as authorized by the Alabama Community College System. Presented below is a brief summary of the Sick Leave Bank guidelines. A more comprehensive description of the operational guidelines is available in the College Business Office.

The Bank is operated, managed, and governed by a Sick Leave Bank Committee subject to Alabama Community College System Board of Trustees Guidelines. The Gadsden State Community College Sick Leave Bank Committee shall consist of five members. One (1) member shall be the College President or designee. Four (4) members shall represent the participating members of the sick leave bank. Said four (4) members shall be elected by secret ballot vote of the sick leave bank members at the beginning of each leave year. Those four (4) members receiving the most number of votes shall serve on the Sick Leave Bank Committee. All Committee members shall participate in the sick leave bank. Members of the Committee will serve terms of one (1) year. No members of the Committee shall serve longer than five (5) consecutive years. The College President shall be responsible for conducting the election, ensuring the confidentiality of the secret ballot process. If a vacancy occurs during the one-year term, the remaining Committee members shall vote on a person to fill the vacancy and whoever receives the most votes may fill the seat. The Committee shall review and make decisions regarding loan applications and catastrophic leave requests.

Any full-time employee of the College who has completed a Sick Leave Authorization Form contributing five (5) days to the bank is eligible for membership. An eligible employee may enroll during the annual enrollment period of August 1 through September 15. New employees may enroll as soon as they become eligible after initial employment. Contributing members shall be able to borrow up to fifteen (15) days per event from the bank. To be eligible for a loan from the Bank, a member must have exhausted all accrued and compensatory leave available in his/her personal account. Sick leave days borrowed from the Bank shall be repaid to the Bank monthly as re-earned by the member.

An individual may appeal a decision of the Sick Leave Bank to the President. The President has the authority to affirm, reverse, modify, or remand such decision back to the Committee.

An individual cannot resign or retire from the College employment without repaying any outstanding Sick Leave Bank loans. If an employee has no sick leave days or an insufficient number of days to pay a sick leave indebtedness, his/her final payroll check shall be reduced in accordance with the prevailing rate for the number of days owed to the Bank. Upon retirement or transfer of a member, days on deposit with the Bank shall be withdrawn and transferred with the employee or made accessible for retirement credit, as allowable.

When a participating member suffers a catastrophic illness or injury, or when a participant's family member is suffering a catastrophic illness or injury, the Sick Leave Bank member upon depleting all sick leave (including the maximum number of sick leave days borrowed from the Bank), personal leave, annual leave,

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and compensatory leave days, may be eligible to receive donated sick leave days from other members of the Bank. Effective January 1, 2019, no employee may be awarded more than forty-five (45) work days of catastrophic leave during any five-year period of employment.

In order to apply for Catastrophic leave: (a) an employee must be a member of the sick leave bank at the time the catastrophic event occurs in order to be considered for catastrophic leave, (b) an employee must have exhausted all accrued and compensatory leave available, (c) the employee must provide certified evidence by a licensed physician of an illness (defined as an unhealthy condition of the body or the mind, a sickness, or disease, or of an injury (defined as physical harm to a person), or of a medical condition related to childbirth that causes the employee to be absent from work for a period greater than fifteen (15) work days, and (d) the employee must have applied, borrowed, and used the maximum number of sick leave days loaned by the Committee.

Employees must be a member of the Sick Leave Bank to donate or receive catastrophic days. The beneficiary of the donated days shall not be required to repay donated catastrophic leave days. Any member of the Gadsden State Community College Sick Leave Bank or any other Sick Leave Bank in the State may donate sick leave days to the beneficiary employee. Thirty (30) days is the maximum days to be donated by an employee to the beneficiary employee. Certification of the catastrophic leave is required by a physician. The beneficiary employee must use any sick leave, personal leave, annual leave, and compensatory leave days that are earned each month before utilizing donated days. Donated catastrophic leave may be used to repay borrowed sick leave days if the donating employee agrees. *(See G/1.5-A for Sick Leave Bank forms).*