SICK LEAVE BANK

The Sick Leave Bank is a cooperative effort to protect full-time College employees from the loss of salary because of a complicated illness or major accident. When such events occur, the Sick Leave Bank allows members to withdraw additional days of paid leave after they have exhausted their own sick leave, earned vacation, and disability leave.

See following pages for procedure.

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SICK LEAVE BANK

When a complicated illness or major accident exhausts all of a member’s sick days, vacation days, personal days and disability leave (Policy 4510C, if applicable), the members of the Sick Leave Bank may withdraw additional days of paid leave.

Joining the Bank

Any full-time employee may become a member of the bank by contributing at least one day of personal sick leave to the Sick Leave Bank.

After this initial contribution, members must donate additional days when the bank’s total accumulated days fall below 50 days. The Human Resource office record keeper for the bank, will notify members when these additional contributions are necessary.

Withdrawing Sick Days from the Bank

Members may request sick leave from the bank’s committee after they have exhausted their own sick leave, earned vacation, personal leave and their disability leave.

Members must send a written request to the Human Resource office. These requests must include a letter from a physician describing the illness or accident and the projected length of recuperation. A verbal request will be considered if the sick leave bank member is unable to present the initial request in written form. A written request must follow at the earliest possible date.

Deciding on a Withdrawal Request

A bank committee will review each request. It will consist of:

- 2 members of the faculty, non-teaching professionals or administrators below the Vice President level, elected by the WWCC senate,
- 2 paraprofessionals, elected by the Paraprofessional Association, and
- 1 administrator, appointed by the President.

After receiving a request, the committee will meet to evaluate the nature of the illness or accident and review the physician’s recommendation. It will then decide if additional days will be given and how many will be given. The committee can grant up to 44 days initially. It will notify the applicant and the Human Resource office of its decision.

If a member requests additional days, then the committee and appropriate administrators will evaluate that request and discuss related budget matters. They will submit a recommendation to the President for a final decision.

A member may not request additional days beyond the initial 44 unless he/she is enrolled in the College’s long term disability program.
Donating Sick Leave Days to the Bank

Employees who leave College employment may donate up to 30 days of unused sick leave to the bank.

Withdrawing Membership

A member may withdraw from the bank by submitting a written request to the Human Resource office. Any days that the member has donated to the bank, however, remain there.

Keeping Records for the Sick Bank

The Human Resource office will keep track of the number of sick leave days in the bank. Therefore, whenever the bank committee awards sick leave to an employee, it must notify the Human Resource office.

The Human Resource office will also notify members when their sick leave days are about to run out.

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