

BARNSTABLE COUNTY SICK LEAVE BANK POLICY

General

A Sick Leave Bank shall be created and administered by the Human Resources Director. It is understood and agreed that the intent of the County in creating the Sick Leave Bank is to remove all matters pertaining to the Sick Leave Bank from the grievance and arbitration procedures of any existing union agreement. Therefore, all decisions as to eligibility or administration of the Sick Leave Bank shall be final and shall not be subject to the grievance and arbitration procedure.

Purpose

The purpose of the Sick Leave Bank is to allow the extension of sick leave benefits to an employee who because of a life threatening, serious illness or injury, has exhausted his/her sick, personal, and all but five (5) days of vacation leave.

Record Keeping

The Human Resources Director or his /her designee will be responsible for maintaining records of the bank.

Eligibility

Regular employees of Barnstable County, who accrue sick leave and who have been employed for one (1) year or more in a regular (non-temporary) status, are eligible to participate in the Sick Leave Bank. Excluded from participation in the bank are employees on Workers Compensation.

Membership

- A. To be eligible for Bank Days a member must have accumulated at the beginning of a prolonged illness at least twenty-five percent (25%) of his maximum accumulated sick leave available to the member since his/her employment or at least twenty-five percent (25%) of the maximum accumulation available to the member since his/her last prolonged illness. The County Administrator or his/her designee may, at his/her sole discretion, upon request of the Human Resources Director, consider or find on a case-by-case basis whether extraordinary circumstances exist that require eligibility with a lesser accumulation, and the County Administrator's or designee's decision shall be final and not subject to grievance or arbitration. No sick leave days

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shall be granted under the Sick Leave Bank until an employee exhausts his/her sick leave, personal leave, and all but five (5) days of vacation leave accumulation.

- B. Employees desiring membership in the Bank shall initially donate two (2) days from his/her sick leave accumulation. Employees must make an initial donation within thirty (30) calendar days after the effective date of July 1, 2018. Failure to make the initial donation within the time frame above shall disqualify an employee from obtaining membership until the next fiscal year (July 1st) when membership may again be sought in accordance with the procedure set forth above. The Human Resources Director may open enrolment or assess members of the sick leave bank additional donated days if the need arises.
- C. Any contribution by an employee otherwise entitled to the sick leave buyback program will not adversely affect that employee's entitlement to the sick leave buyback program pay.
- D. While on extended sick leave, the personal, sick and vacation leave credits the employee accrues shall be charged against his/her absence. Employees may retain a maximum of five (5) days of vacation leave.

Sick Leave Bank

- A. The Sick Leave Bank will not exceed a balance of five hundred (500) days.
- B. The maximum amount of leave any employee may receive under this program is sixty (60) days in any 12-month period, beginning from the date of the initial use of sick bank. Time will be drawn from the bank each pay period as needed.
- C. The employees with less than full time work week schedules will contribute and use sick leave calculated on the prorated basis.
- D. Members of the bank shall donate additional sick days to the sick bank when the Human Resources Director determines that the sick bank needs to be replenished.
- E. Employees who leave the County's employment shall have their earned sick time donated to the sick leave bank as long as the bank does not exceed a maximum of five (500) days.

Procedure

- A. An employee who has exhausted both his/her sick, personal, compensatory, and all but five (5) days of vacation leave as the result of a serious illness or injury may submit a request to Human

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Resources Department, together with a physician's certificate, for sick leave allowance through the sick leave bank.

- B. The Human Resources Director, along with the County Administrator or his designee will approve or disapprove the request after considering the Department Manager's comments, length of service, attendance record, the seriousness of the illness and the physician's statement. The decision of the Human Resources Director shall be final and not subject to grievance or arbitration procedure.