



**DOUGLAS COUNTY GOVERNMENT
POLICY FORM**

SUBJECT SICK BANK	POLICY NO.HR.5.06
TITLE SICK BANK POLICY AND PROCEDURES	APPROVAL DATE May 24, 1988
	REVISION/REVEIW DATE August 15, 2018

PURPOSE: To assist County employees who have exhausted their available accrued leave time, including sick leave, vacation, and compensatory time, during the course of an illness or injury.

DEPARTMENT RESPONSIBLE: Human Resources Department

DEPARTMENT(S) AFFECTED: All

POLICY:

The Sick Bank has been established to provide for the continuation of pay to employees who have exhausted their available accrued sick leave, vacation and compensatory time during the 30 calendar-day elimination period of the County’s short-term disability plan. Additionally, Sick Bank hours may be granted for an employee to take care of a sick or injured member of their immediate family. For purposes of this policy, immediate family will be defined as is described in the Family and Medical Leave Act.

Regular full-time and regular part-time employees are eligible to participate in the Sick Bank. To participate, regular full-time employees donate 8 hours of their own accrued sick leave time and regular part-time employees donate a pro-rated amount based on their regular work schedule. Only employees who contribute to the Sick Bank will have the opportunity to request use of the Bank.

GUIDELINES:

- A. The Sick Bank is funded through a contribution from each employee member, which is deducted from the employee's accrued sick leave balance and credited to the Bank. Newly enrolling employees may contribute sick leave as soon as they have accrued hours. Once a member of the Sick Bank, there is a waiting period of thirty (30) days from the last day of the pay period in which the contribution is made before applying for hours from the Bank. The Human Resources department reserves the right to grant an exception to the 30-day waiting period on a case by case basis where good cause exists and only if the employee’s

donation to the Bank has already taken place.

- B. Available Sick Bank hours are carried over from year to year. Hours donated to the Sick Bank are not refundable.
- C. The Human Resources department assumes the full responsibility for control of the Bank and all decisions made by the Human Resources department are final. Misuse of Sick Bank hours may result in denial of Sick Bank use or repayment of hours previously paid.

PROCEDURES:

The following conditions govern the granting of Sick Bank hours:

1. An employee must be on an approved absence from the County in order to request use of the Sick Bank. Sick Bank request forms are available through Human Resources and must be completed and returned in order for a request for Sick Bank hours to be considered.
2. If a member is unable to make a request for himself/herself, a family member or supervisor may fill out the request form.
3. A Certification of Health Care Provider form must also be completed and returned to Human Resources in order for a request for Sick Bank hours to be considered.
4. Sick Bank hours will not be granted until a member has used all of their accrued compensatory time, sick leave and vacation.
5. Not more than one hundred and eighty-four (184) hours may be granted in a rolling twelve (12) month period. While an employee is receiving payments from the Sick Bank, they are not eligible to accrue sick leave or vacation.
6. Employees eligible for Holiday pay are not eligible for Holiday pay during periods of Sick Bank use; Sick Bank hours will be recorded.
7. Employees receiving disability benefits are not eligible to receive concurrent Sick Bank hours.
8. Informal sick leave or vacation collections are prohibited.