

**DOUGLAS COUNTY GOVERNMENT  
POLICY FORM**

SUBJECT <b>SICK BANK</b>	POLICY NO. <b>HR.5.06</b>
TITLE <b>SICK BANK POLICY AND PROCEDURES</b>	APPROVAL DATE <b>5/24/88</b>
	REVISION DATES <b>4/20/1999, 5/18/2004, 2/28/2009, 4/29/2013, 9/21/2019, 9/10/2020, 4/9/2021</b>

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:**

Regular full-time and regular part-time employees (.50 FTE or greater) are eligible to participate in the Sick Bank program effective on the date of their regular employment.

The Sick Bank program 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.

The Human Resources department assumes the full responsibility for control of the program 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 approval of Sick Bank:

1. An employee must be on an approved leave of absence from the County in order to use Sick Bank hours. This includes providing all required paperwork.

2. Sick Bank hours will not be granted until an employee has used all of their accrued sick leave, vacation and compensatory time.
3. The Sick Bank is intended to support employees who have exhausted available accrued leave during the 30 calendar-day elimination period before reaching short-term disability benefits, typically associated with a block/continuous leave of absence. Effective June 1, 2021 no more than eighty (80) hours may be granted in a rolling twelve (12) month period for intermittent leaves of absence.
4. Not more than a total of one hundred and eighty-four (184) hours may be granted in a rolling twelve (12) month period.
  - a. While an employee is receiving payments from the Sick Bank, they are not eligible to accrue sick leave or vacation.
  - b. Employees eligible for Holiday pay are not eligible for Holiday pay during periods of Sick Bank use. Available Sick Bank hours will be used.
  - c. Employees receiving short term disability benefits are not eligible to receive concurrent Sick Bank hours.
5. Informal sick leave or vacation donations are prohibited.