

## **Sick Leave Bank**

All full-time and regular part-time employees who have completed six (6) months of employment and have a sick leave balance of at least six (6) days or the part-time proportional equivalent of such, are eligible to contribute to the City's Sick Leave Bank. The Sick Leave Bank serves as a loan in the form of additional sick leave for City employees who have catastrophic medical problems, but who are not eligible for Worker's Compensation or retirement benefits.

Participation does not guarantee that your request to draw from the Bank will be approved. Any Sick Leave Bank member may submit the appropriate Sick Leave Bank Withdrawal Request Form to the Medical Leave Review Committee for review. Prior to this submission, the member must demonstrate that all other paid leave time has been or will be exhausted and he/she has been or will be absent from work as a result of a serious medical condition and is absent work for least 30 consecutive workdays. A committee composed of City employees will act on each request within ten (10) workdays following the expiration of a 30 workday waiting period per continuous disability absence. The 30 workday waiting period will begin on the first full workday the employee is absent from work as a result of the serious medical condition.

Payment from the Sick Leave Bank will be at the rate of 80% of your eligible daily earnings. Fifty percent (50%) of Sick leave drawn from the Bank will be repaid on a schedule of one-half the monthly accrual rate (i.e., 4 hours per month for most full-time employees). The repayment period commences ninety (90) calendar days after the employee returns to work. For additional information, please contact your supervisor or departmental payroll clerk.

For additional information, please refer to Administrative Regulation 2.13.