

# UTAH SCHOOLS FOR THE DEAF AND THE BLIND

## SICK LEAVE BANK PROCEDURE

### 1 PHILOSOPHY

The Utah Schools for the Deaf and the Blind (USDB) recognizes that from time-to-time there will be occasions when an employee may not have sufficient leave accumulated to cover some catastrophic illness or accidents. When a situation such as this arises, it is intended that a sick leave bank will minimize the negative effects to the employee allowing employees to donate leave they own.

### 2 PURPOSE

- 2.1 To provide an avenue for those employees with inadequate leave balances and who have had a catastrophic illness or accident. There may be other situations requiring use of this procedure, which will be reviewed on a case-by-case basis.
- 2.2 All leave bank requests must go through the Human Resource Director to the Superintendent or designee.

### 3 DEFINITIONS

- 3.1 Catastrophic is defined, in the context of this program, as meaning an illness, a physical condition, or an accident producing life threatening or incapacitation situation for which extensive medical treatment or prolonged absence from work are necessary.

### 4 PROCEDURE

- 4.1 When submitting leave bank requests, the Human Resource Office must be provided with the following information:
  - 4.1.1 Information on the employee; i.e., length of service with the division/ department.
  - 4.1.2 General indication of sick leave use since working for the division/department.
  - 4.1.3 To the best of your knowledge, if surgery is required, as it planned or was the surgery recently found to be necessary; or if an illness, how long has the individual involved suffered from the illness.
- 4.2 Converted sick leave and annual leave may be donated to a leave bank. Your leave bank request must be in the form of a memorandum and

## UTAH SCHOOLS FOR THE DEAF AND THE BLIND

approved by your supervisor, your division director, the HR Director, and the USDB Superintendent or designee. If available, a signed doctor's statement and an employee statement as to the nature of the illness or accident must accompany the Leave Bank Request Memorandum.

- 4.3 Employees who have suffered a personal catastrophic accident or illness (or other case-by-case situation) and whose leave benefits have been, or will be exhausted, shall be eligible for donation of annual leave from other Department or Division employees. This is in accordance with DHRM Rule R477 8-8.
- 4.4 Any employee who accrues leave may donate annual leave and converted sick leave hours in any amount. Leave that is due to expire at the end of a calendar year may be donated, but it must be donated before it expires. Donating hours is voluntary
- 4.5 Donated annual leave may not be used until all of the receiving employee's available leave has been exhausted.
- 4.6 Only employees of agencies with approved leave bank programs may donate annual leave to other agency with a leave bank program, if mutually agreed upon by both parties.
- 4.7 Leave-on-leave shall accrue if an employee is on sick leave donated from an approved leave bank program.
- 4.8 Donated hours may not be used at the same time as other income maintenance such as Worker's Compensation, Long Term Disability, etc., to obtain a total leave greater than the salary earned by the employee.
- 4.9 Donated leave is used by a recipient as sick leave and charged to the employees payroll account. Donated annual leave shall accrue leave-on-leave and does apply towards seniority, longevity, and Salary increase eligibility.
- 4.10 An employee for any single instance may use a maximum of three calendar months (520 hours for a full-time employee) of donated leave hours. Employees who work less than 40 hours per week will have their leave prorated. LTD coverage is available after three calendar months. An employee must apply for LTD even if the prognosis is for less than three calendar months absence. LTD is an insurance program provided and paid for by the state. It is not the intent of the sick leave assistance program to replace LTD.

## UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 4.11 Annual leave donated but not used may be returned to the donor at the direction of the donating employee.
- 4.12 Approvals are audited; donated hours are not tax deductible.

### 5 POLICY

- 5.1 A memo must be written to the Program Director indicating requested leave from the USDB Leave Bank. This memorandum must be signed and authorized by your supervisor, by the Program Director, the USDB Human Resource Director, and the USDB Superintendent or designee. It must also indicate how much time is being requested, or at least a tentative date for returning to work. You must attach a signed employee statement as to the nature of the illness or accident. If available, support the statement with a signed doctor's statement that indicates the nature of the problem, the prognosis and an estimated time of absence from work.
- 5.2 If you are donating hours, you must complete a Division of Finance *F1 11* form, which you may obtain from the USDB Human Resource Office.
- 5.3 Enrollment in the USDB Sick Leave Bank will be held during January each year. Enrollment and donations to the Sick Leave Bank can also occur during the year.
- 5.4 Only employees who have contributed 8 hours of leave in the previous 12 months are eligible to request and receive leave from the USDB Leave Bank.

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