POLICIES

Effective Date: September 1, 2009

Interim Date: July 21, 2015

Revised: July 1, 2015

Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer

Subject: Human Resources - Sick Bank Reserve Policy

PURPOSE: To define the circumstances in which employees can access their sick reserve bank.

POLICY STATEMENT: Those employees with Sick Bank Reserve balances need to meet specific conditions in order to receive paid time off from their sick bank reserve. Those conditions are defined below.

DEFINITIONS:
Sick Bank Reserve: Employees who had Sick Bank time as of June 30, 2005 had their remaining time put into a bank. No additional time will be added to the bank.

Eligible utilization of Sick Bank Reserve includes:
  a. Can be applied to keep salary at 100% while on Short Term Disability (and during the Elimination Period).
  b. Can be used for “serious health condition” as defined in the FMLA for either the employee or those covered by the FMLA (“e.g. qualifying family members”)
  c. An FMLA Certification of Healthcare Provider and Leave Request Form need to be completed.

Serious Health Condition: as defined by the FMLA
  a. Hospitalization and subsequent treatment
  b. Pregnancy and Prenatal Care
  c. Chronic Conditions that require periodic visits for treatment, continues over an extended period of time, and may cause episodic rather than continuous incapacity
  d. Other health conditions involving an incapacity for more than 3 consecutive calendar days

PROCEDURE:
The employee seeking to use sick bank reserve time needs to have a “Certification of Healthcare Provider” form completed and leave request form indicating their desire to use sick bank time submitted to the designated Benefits
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Personnel in Human Resources.

Human Resources will review the paperwork and determine if it meets the criteria necessary under the FMLA.

When payroll receives paperwork indicating sick bank reserve time has been requested, they will verify that the appropriate paperwork has been received and approved by Human Resources.

If time has been approved, payroll will verify that the employee has sick bank reserve time. They will also verify that all sick time has been used.

If there is available sick time remaining, payroll will process time off with that time prior to using sick bank reserve time.

EXHIBITS:

A. Certification of Healthcare Provider
B. Leave Request Form

APPROVED BY:

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James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer