

SALT LAKE COUNTY HUMAN RESOURCES POLICY & PROCEDURE

SICK LEAVE BANK

REFERENCE

Human Resources Policy & Procedure: Leave Practices
General Definitions

POLICY

Salt Lake County recognizes that inability to work because of a serious illness or injury may pose economic hardship. Benefits eligible merit employees who have utilized all accumulated vacation and sick leave may be awarded additional sick leave only in instances of catastrophic or significantly disabling illness or life threatening medical condition. Merit employees who have used all their available sick and vacation due to leave abuse, should not receive approval of the Elected Official or Department Director for use of the Sick Leave Bank.

PURPOSE

To provide sick leave benefits to benefits eligible merit employees out of the County's Sick Leave Bank and to outline the procedure to be followed when requesting leave.

PROCEDURE

- 1.0 The Human Resources Division shall establish and administer a county-wide Sick Leave Bank program. Donations of sick leave shall not be accepted. Donation of vacation leave can be made to the Sick Leave Bank for a specific person as follows:
 - 1.1 Donations shall be voluntary.
 - 1.2 Donated leave is not retrievable.
 - 1.3 Hours donated to a specific benefits eligible employee in excess of the amount the employee is allowed to use as per this Policy and Procedure, shall be considered donations to others approved for the Sick Leave Bank.
 - 1.4 Donations may be made to a specific employee at any time.
 - 1.5 In the event the donor desires to specify a recipient, the recipient's name must be included on the donating form. The Department Director or Elected Official and the Sick Leave Bank Committee, respectively, must pre-approve the application for donated hours prior to usage of Bank hours.
 - 1.6 Donations will be accepted at any time during the calendar year for those donating leave to the Sick Leave Bank
 - 1.7 Employees donating leave must have a minimum threshold of 96 hours of vacation **and** 96 hours of sick leave remaining after donations are made.
 - 1.8 Leave will be donated and awarded on an hour-per-hour basis.
- 2.0 The Sick Leave Bank is used only for catastrophic or significantly disabling illness or life threatening medical.
 - 2.1 The Sick Leave Bank is used only for eligible employees care.

- 2.2 The Sick Leave Bank shall not award any sick leave in excess of the amount available.
 - 2.3 No more than 480 hours of Sick Leave Bank donated time may be used by a benefits eligible merit employee in a twelve month period.
 - 2.3.1 On a case by case basis, an additional 176 hours from the Sick Leave Bank may be requested and applied for given medical necessity.
 - 2.4 Employees who are approved for the Sick Leave Bank **may** be required to apply for Long term Disability (LTD) within the first month of coverage under the Sick Leave Bank.
- 3.0 Employees requesting leave from the Sick Leave Bank must complete a Sick Leave Bank Request form and submit it through the chain of supervision to the Department Director or Elected Official.
 - 3.1 Sick Leave Bank request forms shall be submitted within fifteen (15) days of the date when the employee could reasonably be presumed to have had knowledge of the need for additional sick leave.
 - 3.2 Sick Leave Bank request forms, inclusive of the previous year leave record and doctor's statement, must be submitted by the petitioning employee, a member of the petitioner's immediate family or by the employee's immediate supervisor and must be approved by the section supervisor, division director and Department Director or Elected Official.
 - 3.2.1 The Elected Official/department Director is required to make an assessment of the merit employees' leave use and only forward to the Leave Bank Committee applications from employees who are not deemed to have been leave abusers.
 - 3.2.2 The Department Director or Elected Official shall designate in the request for approval the number of hours requested, except as provided in 2.3, the time frame for usage and any other non-confidential conditions of use.
 - 4.0 Employees shall not be eligible to use the Sick Leave Bank unless they have exhausted their own vacation and sick leave.
 - 4.1 Employees will continue to accrue all benefits while on leave from the Sick Leave Bank.
 - 4.1.1 As sick leave hours accrue, those hours **will** be used for sick leave prior to use of the sick leave bank.
 - 4.1.2 While on the Sick Leave Bank, vacation leave hours accrued **will not** be used to adjust for sick leave bank hours needed.
 - 5.0 Sick leave awards shall be considered by the Sick Leave Bank Committee after a Department Director or Elected Official has recommended approval.
 - 5.1 The Sick Leave Bank Committee shall be a four member panel appointed from the Human Resources /Benefits Advisory Committee. These four committee members are appointed by the Human Resources Division Director. The Sick Leave Bank Administrator shall serve as staff to the Committee and may vote, on request by the committee, in the event of a tie in the committee's vote.
 - 6.0 Sick leave awards from the sick leave bank shall be considered based on the catastrophic or significantly disabling illness or life threatening nature of the medical necessity and as requested by the Department Head or Elected Official.

- 6.1 All donated hours will be credited on a pay period basis until the employee is returned to work, runs out of sick bank hours or is terminated.
- 7.0 Employees who wish to donate leave must complete a Sick Leave Bank Donation form and submit it to the Sick Leave Bank Administrator.
- 8.0 Donated hours are not tax deductible.
- 9.0 Sick Leave Bank Committee decisions or awards are not grievable under Human Resources Policy #5705, AGrievance Procedure@, but may be appealed to the Human Resources Director for a confidential review and decision.
 - 9.1 An appeal of the Human Resources Director=s decision may be filed for reconsideration to the Mayor.
 - 9.2 All medical records considered during the appeals proceeding, except the final decision, shall be treated as private as defined under GRAMA and HIPPA.

APPROVED AND PASSED THIS 15TH DAY OF JULY, 2008.