

*Policy No.: 5021
Board Approved: October 18, 2005
Revised: December 20, 2011*

The Employee Sick Leave Bank

Hagerstown Community College offers an employee Sick Leave Bank to serve as a depository into which participating employees may donate accrued sick leave time for allocation to other participating employees in order to support them when they face a major health crisis. The purpose is to create a caring environment and to alleviate the economic hardship caused when a major health condition or injury occurs.

A serious health condition is defined as a condition of the employee that renders the employee unable to perform his or her job functions. The serious health condition must be certified by a "health care provider." A health care provider, for purposes of this policy, is any professional that is recognized by any of the College's group health plan(s) performing within the scope of their practice as defined under state regulations issued by the U.S. Department of Labor.

The following criterion applies for employee participation in the sick leave bank:

- Employees voluntarily participate through an annual enrollment into the program during the College's open enrollment period.
- Employees must exhaust all accrued and unaccrued vacation and sick leave prior to requesting additional leave from the sick leave bank.
- Days drawn from the sick leave bank in addition to the vacation and sick leave days taken shall not exceed 60 consecutive calendar days. Employees may be eligible for long term disability after 90 consecutive calendar days if all conditions are met in accordance with the long term disability policy.
- A thirty (30) working day waiting period is required before any Sick Leave Bank benefits may begin.

This policy was also revised on May 30, 2006.