

## **Procedure IV.4000.N.a, Sick Bank**

### **Associated Policy**

Policy IV.4000.N, Sick Bank

### **Procedure**

The purpose of the College Sick Bank is to provide eligible full-time employees additional sick leave hours in the event of a catastrophic injury or illness to the employee or the employee's spouse, parent, or child.

A catastrophic injury or illness is a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family member that requires the services of a licensed practitioner. A licensed physician or practitioner must certify a qualifying injury or illness.

The maximum number of sick bank hours the College will award to an employee is 160 hours (20 working days) for a catastrophic illness or injury.

### **Eligibility**

An employee may be granted Sick Bank hours for a catastrophic illness or injury. Should the employee experience two or more separate catastrophic events in one fiscal year, the employee may be eligible for Sick Bank hours for each event. To qualify as a separate catastrophic event, the injury or illness must be different from the injury or illness that occurred first in the same fiscal year. If an employee has more than one catastrophic event in the same fiscal year, the employee should contact Human Resources, Benefits to determine eligibility.

Police Officers who are required to quarantine or isolate in response to a possible or known exposure to a communicable disease while on duty will receive full pay and benefits for each exposure and subsequent quarantine period. Sick Bank hours will be designated for this leave period.

An employee does not have to donate hours to the Sick Bank to be eligible to receive Sick Bank hours. Employees are also not required to pay back hours taken from the Sick Bank.

### **Requesting Sick Bank**

As soon as it is known that the employee will be on extended sick leave and has exhausted all paid leave, the employee should contact Human Resources, Benefits to obtain a Request for Sick Bank Withdrawal Form.

When an employee who has been approved for Sick Bank hours returns to work, any unused Sick Bank hours will be removed from the employee's leave balance and returned to the Sick Bank.

An employee receiving temporary income benefits from Worker's Compensation is not eligible for Sick Bank hours.

### **Donations to Sick Bank**

Any employee who has accrued 480 sick hours may elect to donate hours to the sick bank. A maximum of 96 hours may be donated each fiscal year. These hours will be deducted from the employee's sick leave hours.

To donate hours to the Sick Bank, an employee should complete a Donation of Sick Hours Form and return it to Human Resources, Benefits.

Exiting employees may contribute the balance of their sick leave hours to the Sick Bank. Hours cannot be donated to a specific employee.

### **Definitions**

**Licensed practitioner:** is a practitioner as defined in the Texas Insurance Code, who is practicing within the scope of their license.

Date of SLT Approval	December 7, 2021
Effective Date	February 1, 2022
Associated Policy	Policy IV.4000.N, Sick Bank
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources