

Sick Leave Bank Donation Form

Please accept my donation of (please circle the corresponding number of **vacation days** you wish to donate):

1 | 2 | 3 | 4 | 5

Name (please print) _____

Signature _____ Date _____

The college maintains a paid sick leave bank which is available to full-time nonexempt employees as follows:

- Nonexempt employees may donate up to five vacation days each fiscal year (in increments of one day or more, at any time during that year) to the college sick leave bank.
- For every day or larger increment, the college will match the employee's donation with an identical amount of time.
- The maximum size of the college sick leave bank will be 2,000 hours (1,000 donated by employees and 1,000 donated by the college).

To be eligible to participate in the sick leave bank, employees must:

- have worked full-time for the college for at least one year;
- have donated at least one full day of vacation, to the sick leave bank in the past fiscal year and prior to being unable to perform essential job-related duties;
- be unable to perform essential job-related duties because of an extended, non-job-related illness or injury of more than 10 days;
- have exhausted all accrued sick, short-term disability, floating holidays and vacation.

No one person may receive more than six months' paid sick leave from the sick leave bank in any 12-month period. Requests for use of the leave must be sent to the vice president of Human Resource Services through the employee's supervisor and department head.

For more information on donating vacation days to the college's sick leave bank, please contact Human Resource Services.

For Human Resource Services Use:

Number of donated hours: _____ Hourly rate: _____