

**Massachusetts Society of Professors (MSP) Sick Leave Bank**

**Purpose of the MSP Sick Leave Bank**

The MSP Sick Leave Bank Committee:

- May approve continued salary payments for MSP members who have insufficient accrued sick leave to secure income while on an approved leave due to:
  1. Their own medical inability to perform the essential functions of their job with, or without, accommodations.
  2. The need to care for a qualified family member with a serious health condition. Qualified family members are the spouse, child, foster child, stepchild, parent, stepparent, sibling, grandparent, grandchild of either the MSP member or their spouse, person for whom the MSP member is a legal guardian, or for a person living in the MSP member’s immediate household.
  3. A parental leave approved under Section 27.3.5 of the [MSP Collective Bargaining Agreement](#).
- May approve an MSP member’s use of more than five (5) days accrued sick leave in order to care for a family member with a serious health condition.

**To file an application to the MSP Sick Leave Bank please submit both:**

- A written outline addressing:
  - The dates for which you are requesting income and date you currently anticipate returning to your University position.
  - The reason for the leave (eg, 1 or 2 above)
  - If you will be working part-time, please provide the work schedule you have agreed upon with your department and your physician.
- Supporting documentation:

<b>If the request is due to the MSP member’s:</b>	<b>Supporting document required:</b>
Own health condition	<a href="#">Certification of Health Care Provider Form for an Employee’s Serious Health Condition</a>
Need to care for a family member	<a href="#">Certification of Health Care Provider Form for a Family Member’s Serious Health Condition</a>
Parental Leave	An approved Provost’s MSP Parental Leave Application secures MSP Sick Leave Bank benefits without further application.

Please submit MSP Sick Leave Bank applications to UMass Amherst Office of Human Resources, 325 Whitmore Administration Building, facsimile 413.545.1478, or via Box to [pleasant@umass.edu](mailto:pleasant@umass.edu). Please do not e-mail medical information.

Notes:

- The MSP Sick Leave Bank member is responsible for requesting and obtaining an approved leave from their department as outlined in the [Employee Family / Medical Leave Checklist](#).
- MSP members must exhaust all of their own accrued sick time prior to drawing from the Bank.
- This document is assembled as a high-level overview of this benefit. Where this document departs from language in the [MSP Collective Bargaining Agreement](#) or practice/precedent of the Sick Leave Bank Committee, the latter will prevail.