

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
(AFSCME) LOCAL 1776**

SICK LEAVE BANK ENROLLMENT FORM

I wish to voluntarily participate in the American Federation of State, County and Municipal Employees (AFSCME), Local 1776, Sick Leave Bank.

I understand that:

- my membership in the AFSCME Sick Leave Bank is effective January 1 following receipt of this application in Human Resources.
- my sick leave accrual will change to 8 hours per month, and
- I will receive an additional personal day effective the January of my Sick Leave Bank enrollment.

NAME (*please print*) _____

EMPLOYEE NUMBER _____

SIGNATURE _____ DATE _____

The deadline for enrollment in the Sick Leave Bank is October 31. Membership in the Sick Leave Bank is effective January 1. Enrollment in the Sick Leave Bank will be continuous unless you request to withdraw from the Sick Leave Bank during an annual enrollment period.

Questions concerning the Sick Leave Bank may be referred to the AFSCME Office (545.2831) Francine Phelps (545.6113) or Kelly Dickinson (545.1478).

Please make a copy of the completed form for your records and forward the original to:

Division of Human Resources
University of Massachusetts
325 Whitmore Administration Building
Amherst, MA 01003

For receipt by: **October 31**

SICK LEAVE BANK

American Federation of State, County and Municipal Employees (AFSCME) Local 1776

I. Establishment of the Sick Leave Bank

- A. The Sick Leave Bank was established under Article 11, Section 1.P of the contract. It is intended to be used for short-term disabilities where the member has a reasonable expectation of returning to work. It is not meant as a substitute for long term disability income protection.
- B. The Sick Leave Bank shall be established as of January 1, 1997 provided that 20% of unit members elect to join.
- C. An annual enrollment period will be held each year from October 1 through November 1. A bargaining unit member must voluntarily elect to join the Sick Leave Bank.

A member wishing to join the Sick Leave Bank shall elect to do so during the enrollment period. Enrollment in the Sick Leave Bank is effective the following January 1. A member of the Sick Leave Bank who wishes to change status from member to non-member may elect to do so during the enrollment period. The change will be effective the following January 1.

- D. A member who chooses to join shall, effective January 1, earn one (1) sick day per month. The three (3) days difference in annual full-time sick leave accrual between twelve (12) days for Bank members and fifteen (15) for those not in the Bank shall be, as of January 1, distributed in the following manner:
 - a. two (2) days shall be contributed to the Sick Leave Bank;
 - b. one (1) day shall be converted into an additional personal leave day (for a total of four (4) personal leave days) to be used in accordance with section 2 of Article 11.
- E. Before drawing days from the Sick Leave Bank, a member must use up all accrued sick leave, personal leave and all but ten (10) days of accrued vacation leave. An employee must have been absent from work for at least ten (10) working days (with or without using accrued time) prior to drawing from the sick leave bank.
- F. Effective January 1, 1998 and each January thereafter, a member shall also be eligible to cash in half of the full time equivalent (FTE) sick leave he/she was eligible to earn up to a maximum of six (6) days at 50% of their value. The decision to cash in sick time must be made by the member by November 1, 1997 and each November 1 thereafter.

A decision as to how many sick leave days a member is eligible to earn during the year will be based on employment status as of October 31.

II. Applying to the Sick Leave Bank

- A. A member of the Sick Leave Bank may apply to draw upon the Bank by submitting: a.) letter of request to draw from the Sick Leave Bank and b.) a completed application form (see attached). The Sick Leave Bank committee reserves the right to request additional medical certification at any time during which the member is drawing upon the Sick Leave Bank. Additional forms are available from the Division of Human Resources.
- B. Based upon the medical certification presented to the Sick Leave Bank Committee, the Committee may authorize a member to draw upon the Sick Leave Bank for a period not to exceed three (3) months. A member who is drawing from the Bank may request an extension of Sick Leave Bank benefits by providing additional medical certification. The case shall be reviewed by the Sick Leave Bank Committee which may grant an extension authorizing the member to continue drawing on the Bank. After being granted an initial extension, a member may request additional extensions as necessary by following the above procedure. The decision(s) of the Committee is final and binding and not subject to any campus grievance or appeal procedure.

- C. Any sick leave, personal leave or vacation leave which accrues to a member during the period he/she is drawing from the Sick Leave Bank shall be credited automatically to the Sick Leave Bank.
- D. Benefits from the Sick Leave Bank may only be used for the illness or disability of the member; they may not be used for family illness.
- E. A member who is receiving income from Workers' Compensation or an employer-sponsored Long Term Disability Insurance plan may not draw upon the Sick Leave Bank to supplement that compensation.
- F. Benefits for part-time members shall be pro-rated, based on the member's percentage of full-time effort.

III. Sick Leave Bank Committee

- A. The Sick Leave Bank is administered by a Board consisting of two members of AFSCME Local 1776, two employees appointed by management, and a Chair, to be selected by the four other members, who shall vote only in the event of a tie.
- B. Upon request by the Sick Leave Bank Committee, the Division of Human Resources shall provide the number of days accumulated in the Sick Leave Bank.

SICK LEAVE BANK CASH-IN PROVISION

- 1. The Cash-In Provision is an option available to Sick Leave Bank members. A decision as to whether or not a member wishes to exercise this option must be made each year during the annual October 1 to November 1 enrollment period.
- 2. The Cash-In Provision will be calculated on your sick leave balance as of January 1 each year.
- 3. Your sick leave balance accrued for each calendar year period January through December will be calculated on the number of sick leave hours you were eligible to earn during this period of time. A decision as to how many sick leave days a member is eligible to earn during the year will be based on employment status as of October 31.
- 4. The calculation for the Cash-In Provision will be:

	Sick leave hours <u>eligible to earn</u> JAN-DEC
less	Sick leave hours <u>used</u> JAN-DEC
equal	Unused sick leave hours available for Cash-In Provision
- 5. You will need to keep one-half of your unused sick leave hours. The remaining one-half may be cashed-in for 50% of their value. See table.
- 6. Unused sick leave hours which are cashed-in shall be deducted from the member's sick leave balance.
- 7. Payment under the Cash-In Provision will be calculated using the member's hourly rate as of January 1. Under normal circumstances, the payment will be made within thirty (30) days after January 1.