

TO: Faculty
FROM: Ramona Skelly, President, CCRI Faculty Association
Sheri L. Norton, Director of Human Resources
DATE: November 19, 2009
SUBJECT: Sick Leave Bank

The 2008-2010 Faculty Association bargaining unit agreement contains a provision for a Sick Leave Bank. Each year of the contract, a Faculty member can voluntarily contribute one day (8 hours for an academic year employee; 7 hours for a calendar year employee) of his/her sick leave accrual toward the Bank. If, during the year, that employee suffers a “catastrophic” illness or injury, he/she may request to be allowed access to the Bank. A Committee composed of 2 members appointed by the Faculty Association and 2 members appointed by the Administration will determine whether or not the request will be approved.

Eligibility for approval is based on the following conditions:

- The employee must first have exhausted all other leave accruals AND must have borrowed two (2) weeks of sick leave in accordance with Article IV.D.2 of the Collective Bargaining Agreement.
- The employee must provide medical documentation of a catastrophic illness or injury that is not work-related.
- ONLY employees who have contributed to the Sick Leave Bank are eligible to apply for access to the bank.

A faculty member who meets the above criteria may request a specific number of days from the Sick Leave Bank Committee based upon financial hardship and health prognosis. The Committee will decide the exact number of days a faculty member may receive from the Bank. An employee who has received approval to access the Bank’s sick leave is limited to a maximum of 60 days. Faculty requesting days from the Sick Leave Bank must complete the Sick Bank Access Request form that is available from the Office of Human Resources website under Online Forms. Please remember that a contribution to the Bank does not ensure approval to access the Bank.

In the past, faculty had to complete a form to indicate they wanted to contribute one day to the Sick Leave Bank. To simplify the process for contributing time to the Sick Leave Bank a change in procedures was implemented. The simplified procedure will prevent the situation of a faculty member forgetting to contribute to the Sick Leave Bank and forfeiting eligibility to use the Sick Leave Bank. One day of sick leave will automatically be contributed to the Sick Leave Bank on an annual basis, unless the faculty opts out by completing the form below.

If you **DO NOT** want to contribute a day of sick leave to the Sick Leave Bank for the year 2010, please complete the form below and return it to the Office of Human Resources by December 31, 2009. No opt out contribution forms will be accepted after 4:00 p.m. on that date.

c: Vice President Morgan
Mr. Toft
Ms. Picard
Ms. Casali

I would **NOT** like to contribute one (1) day from my sick leave accrual to the CCRI Faculty Association Sick Leave Bank.

NAME: _____
(Please print)

DATE: _____

SIGNATURE: _____