

Catastrophic Sick Leave Bank

The City of Jonesboro's Sick Bank allows employees who have exhausted all available balances, and experience a personal catastrophic illness or injury, to receive additional sick leave benefits for extended absences upon submission of properly documented application.

Regular full-time employees of the City with a minimum of one (1) year of service are eligible to participate. New employees will become eligible to join the Bank on the date of their one (1) year anniversary.

Non-uniform and Police shall donate sixteen (16) hours for initial membership in the Bank. Firefighters shall donate forty-eight (48) hours for initial membership. Employees will have six (6) months to make the initial donation for membership for the start-up of the Bank. Following start-up of the bank initial membership fees must be paid within two months of an employee's eligible date. If an employee does not join within the two month period they will not be eligible to join again until open enrollment.

Following the initial donation, eight (8) hours per non-uniform and police employees and twenty-four (24) per firefighter, shall be required yearly to maintain membership. Hours must be paid to the Bank by March 1, each year to maintain membership in the Bank. No employee shall be advanced hours from the bank until the appropriate initial donation has been met. An employee may not donate hours for another employee for their initial membership donation nor for the required yearly donation of hours. Hours contributed to the Catastrophic Sick Bank may not be restored to the contributing employee under any circumstances.

Open enrollment will be held in November and December of each year for employees who have not previously joined and wish to become a member of the plan. The effective date of those signing up during open enrollment shall be January 1, of the following year. The required hours for joining, sixteen (16) for non-uniform employees and 48 for Firefighters shall be due by March 1st. No employee shall be awarded hours from the Bank until the appropriate initial donation has been made.

Catastrophic leave, for the purpose of this Bank, shall be defined as sick leave required for treatment or recovery of a non-job injury or illness to the participating employee, which exceeds two (2) weeks in duration as documented by an attending physician.

To request hours from the Bank a member employee must make written request and include medical documentation which backs up the request, to the Human Resources Director. No catastrophic leave shall be approved until all leave (inclusive of sick leave, vacation, and comp time) has been exhausted. The Human Resource Department working in conjunction with payroll will be responsible for the administration and record keeping of the bank.

Leave from the Bank shall be limited to eight (8) weeks per member, per calendar year. The Human Resources Director shall have the authority to grant leaves from the Bank for a period of up to eight (8) weeks providing forms are completed and all medical documentation is in order. Up to an additional eight (8) weeks time may be granted by the decision of the Bank Board. In cases of extreme hardship an additional eight (8)

weeks may be granted by the Bank Board to an employee with a minimum of fifteen (15) years service with the City. This board shall consist of the Human Resources Director, Finance Director, and the Mayor. Any appeal of the Human Resources Director's decision denying sick leave from the Bank should be appealed to this board within 7 calendar days of the leave being denied. The decision of the board shall be final on all matters referred to them.

All leave from the Catastrophic Sick Bank shall run concurrently with Family Medical Leave and shall be taken in 8, 10, or 24-hour increments depending on the shift of the employee unless approval for an intermittent leave has been granted. Intermittent leave may be granted in cases where a regimen of continuing treatment must be submitted with the request for intermittent catastrophic leave.

A reoccurrence of the medical problem for which a leave was granted, beyond thirty (30) calendar days of return to active status, will be treated as a new case and will require submission of a new request form with medical documentation.

Employees on a catastrophic leave will be considered to be in a pay status and shall continue to accrue sick leave and vacation while receiving hours from the Bank. Any leave granted but not used shall be returned to the Bank.

In the event that the number of hours in the Bank is depleted in any given year, those members participating may be assessed one additional sick day.

Definition of Terms:

Bank Board - is comprised of the Human Resource Director, Finance Director and the Mayor.

Catastrophic Illness - a medical condition of an employee, which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, vacation, holiday, and compensatory leave time.

Catastrophic Sick Leave - paid leave which is transferred to a leave recipient from the City of Jonesboro catastrophic leave bank. Catastrophic leave may be granted in 8, 10 or 24-hour increments. While a leave recipient is on catastrophic leave, he or she will receive normal benefits such as city contributions to insurance and retirement.

Catastrophic Sick Leave Bank - a pool of accrued sick leave donated by employees that has been approved for use by other employees.

Catastrophic Sick Leave Bank Donor - an employee whose voluntary written request to donate accrued sick leave to the city's catastrophic leave bank has been approved. No employee shall be allowed to be a leave donor if such donation will reduce that employee's accrued sick to less than 0-hours.

Catastrophic Sick Leave Bank Program - a program approved by the City and

operated by the Department of Human Resources in concert with the Bank Board to provide for the orderly authorization and administration of catastrophic leave.

Catastrophic Sick Leave Bank Recipient - a current employee who's application to receive catastrophic sick leave has been approved.

Employee - a person who is a uniform or non-uniform employee who is compensated on a full-time basis and been employed at least one (1) year. Part-time, seasonal or temporary employees are excluded from this definition and are not eligible to participate as a donor or recipient in the Catastrophic Sick Leave Bank Program.

Medical Condition - a personal emergency limited to catastrophic and debilitating medical situations, severely complication disabilities and severe accident cases which cause the employee to be incapacitated, require a prolonged period of recuperation and require the employee's absence from duty as documented by a physician. Routine disabilities or disabilities resulting from elective surgery do not qualify for catastrophic leave.

Medical Documentation - documentation by a physician certifying that the employee is incapacitated and the period of incapacitation. The medical form for requesting Family Medical Leave may be used to request time from the Catastrophic Sick Leave Bank.

Prolonged Period of Time - a continuous period of time whereby a medical condition prevents the employee from performing the employee's duties. A prolonged period of time is interpreted to be a minimum of two (2) weeks.

Substantial Loss of Income - a continuous period of time when the employee will not have otherwise been compensated by the city due to a medical condition and the exhaustion of all earned sick, vacation, and compensatory leave, and such medical condition is not covered and compensated by Worker's Compensation.