

CATASTROPHIC SICK LEAVE BANK

The sick bank allows employees who have exhausted all available leave balances, and experience a personal catastrophic illness or injury, to receive additional sick leave benefits for extended absences upon submission of a 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. Fire Fighters 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 eligibility 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 employee and twenty four (24) hours 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 Leave 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 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 purposes of this Bank, shall be defined as sick leave required for treatment or recovery of a non-job related 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 a 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 leave and comp time) has been exhausted. The Human Resources Department, working in conjunction with Payroll, will be responsible for the administration and record keeping of the Bank.

Leaves 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 (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 the 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.*** ~~and will not be granted on an intermittent basis.~~ ***Intermittent leave may be granted in cases where a regimen of continuing treatment (i.e. physical therapy, chemo, radiation) is required. A schedule of the 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 are depleted in any given year, those members participating may be assessed one additional sick day.