

ARTICLE 10
SICK LEAVE BANK
STATEMENT OF PURPOSE

The Sick Leave Bank (hereinafter referred to as the SLB) is intended to be used for short-term and non-work related disabilities, where the employee has a reasonable expectation of returning to consistently perform the job from which he/she became disabled. It is not intended as a substitute for, supplement to, other income sources (e.g. long-term disability).

ESTABLISHMENT~ Upon the execution of this Agreement, every new member of the bargaining unit shall be members of the Sick Leave Bank upon the commencement of their employment. Benefits under this Article shall be pro-rated for part-time employees.

New bargaining unit members shall not be able to access the USA Sick Leave Bank until they have completed the probationary period in Article 17 A, § 1.

OPEN ENROLLMENT~ Unit members who did not join the SLB prior to execution of this Agreement, may join the SLB during Open Enrollment. Open Enrollment is held during the month of October. During an open enrollment period, a unit member has the right to:

JOIN: become a member by assigning one (1) or more full days of his/her sick leave accumulation to the Bank, provided however, that on the date of making such assignment the employee must have at least three (3) days of sick leave. No one shall be able to access the Sick Leave Bank until ninety (90) days after enrolling.

MAINTAIN MEMBERSHIP~ Sick Leave Bank members must donate one (1) full sick day each year which shall be deducted at the rate of 1/26th of a day per pay period for each of the twenty-six (26) pay periods.

APPLICATION~ The Sick Leave Bank shall be administered by a joint labor-management committee with equal representation between unit members and the administration. A Sick Leave Bank member may apply to draw from the Bank by submitting a completed Sick Leave Bank Application, signed by a physician, stating the nature of the employee's illness or disability and its anticipated duration.

If a majority vote by the Sick Leave Bank Committee approves an application, a member may draw upon the Bank five (5) working days after the exhaustion of the member's sick leave, personal leave, any compensatory time accumulation, and all but ten (10) days of accrued vacation leave. The Sick Leave Bank Committee shall determine the period of time the member may draw from the Bank. After an employee has drawn from the Bank for the approved period of time, not to exceed ninety (90) days, his/her case shall be reviewed by the Sick Leave Bank Committee upon reapplication by the employee. The Sick Leave Bank Committee may, by majority affirmative vote, authorize the employee to continue drawing from the Bank. Any employee drawing on the Sick Leave Bank may at any time be

disqualified from continuing to draw on the Bank by majority vote of the Sick Leave Bank Committee.

Any vacation leave, sick leave, and personal leave, which accrues to an employee during a period in which he/she is drawing on the Sick Leave Bank, shall be credited to the Bank.

Employees retiring from the University shall be permitted to contribute any remaining days of sick leave to the sick leave bank at his/her date of retirement before any payment for unused sick leave is processed.