**USA/MTA Sick Leave Bank (SLB)**

The USA/MTA SLB can provide income security to SLB members who:

* are disabled from work due to a non-work related personal illness or injury.
* are on an approved parental leave.
* are on an approved leave to care for a qualified family member.

Prior to drawing from the Bank, a SLB member must exhaust all of their accrued sick leave, and all but ten days (10) of a combination of their compensatory, personal, and vacation time.  If the leave is for a parental leave; they must also exhaust the two weeks of their University granted allowed time prior to drawing from the Bank.  The SLB Committee considers applications for income replacement based on the information provided by the employee and relevant health care providers.

In order for your application to be considered by the Committee, please:

1. Complete, sign, and date Section One of the appropriate USA/MTA SLB application.
	* [USA/MTA SLB application for member's own non-work related illness/injur](https://www.umass.edu/humres/node/1824)y.
	* [USA/MTA SLB application for parental leave.](https://www.umass.edu/humres/node/1826)
	* [USA/MTA SLB application for leave to care for a qualified family member.](https://www.umass.edu/humres/node/1822)
2. Submit appropriate supporting medical information as described below:
	* For leave granted for an employee's own illness/injury a Section 2 of the SLB application completed by a health care professional.
	* For parental leave requests, a letter on a health care provider's letterhead indicating the expected due date or in cases of adoption legal documentation indicating the effective date of the adoption
	* For leave to care for a qualified family member a[Department of Labor Certification of Health Care Provider form (WH-380-F)](https://www.umass.edu/humres/node/553)completed by a health care professional
3. Section 3 completed by your departmental HR Representative (or in cases where one does not exist your supervisor) indicating you have secured an approved leave.
4. Return the completed application to the [Employee Service Center](https://www.umass.edu/humres/employee-service-center) by mail, fax or in-person.

SLB members do not accrue sick or vacation time while drawing from the SLB. Questions: [Randy Grzych](https://www.umass.edu/humres/randy-grzych)

**MSP Sick Leave Bank (SLB)**

**MSP SLB Parental Leave Application Process**

Upon request, the following MSP-represented employees are eligible to receive one semester (for librarians, 24 weeks) of paid parental leave to prepare or care for a newborn or adoptive child under age 5:

* Full-time tenured and tenure-track faculty members
* Non-tenure-track faculty members who are state-funded, who have at least three years of full-time service, and who have appointments that make it possible to fulfill a one-year return obligation
* Librarians with at least four months of service

While on a University-approved parental leave, eligible MSP members (as defined above) may draw from the MSP SLB in order to maintain income during the semester of parental leave. No application beyond the [MSP Request for Parental Leave](https://www.umass.edu/humres/node/620) is required. After exhausting all accrued sick time during the semester of parental leave, the employing department should submit the balance of reportable time using the SLB time and attendance code. Sick leave may not be used to further extend a parental leave unless the extension is medically justified.  For example, a faculty member who gives birth mid-semester may not use sick leave beyond what is medically necessary in that semester and then take parental leave the following semester; instead, the faculty member has three options:  take parental leave for the remainder of that semester; take leave without pay for the remainder of the semester and then parental leave the following semester; or return to work in that semester and take parental leave the following semester. The parental leave may not be taken in a semester beyond a semester adjacent to the period during which the birth or adoption occurs.  For example, parental leave may not be taken in the spring following a summer birth or in fall following an early January birth.

**Process for All Other MSP SLB Requests**

In order to request income security from the MSP SLB a member must submit the following items to the [Employee Service Center](https://www.umass.edu/humres/employee-service-center) by mail, fax or in-person. This process also applies to an MSP member's request to use more than five (5) of his or her own accrued sick days in order to care for a family member ("family sick time"). 1. Written request to draw from the SLB identifying:

* the dates for which you are requesting leave and the date you intend to return to work,
* if requesting an intermittent leave, the work schedule you propose. (Your supervisor may require a different schedule.  For example, rather than release from teaching responsibilities, the supervisor may release you from non-teaching duties.)

2. Copy of the [Certification of Health Care Provider for an Employee's Serious Health Condition](https://www.umass.edu/humres/node/552) form submitted to your department with your request for leave. \* \* If you are requesting time to care for a family member, the [Certification of Health Care Provider for a Family Member's Serious Health Condition](https://www.umass.edu/humres/node/553) must be completed by the treating provider and submitted with the SLB request in lieu of the Certification of Health Care Provider for an Employee's Serious Health Condition. Questions: [Kelly Pleasant](https://www.umass.edu/humres/kelly-pleasant)

**MSP SLB History**

The Sick Leave Bank, established under Article 27 of the UMass-MSP collective bargaining agreement provides short-term salary continuity to eligible MSP-represented employees who:

* are members of the Sick Leave Bank;
* have approved sick leave due to a non-work related disability (illness or injury); or to care for relatives (such as spouse, parent or stepparent, child or stepchild, grandparent or grandchild, sibling) who are seriously ill;
* have approved parental leave the semester prior to, the semester of, or the semester immediately following the birth/adoption of a child.
* have a reasonable expectation of returning to a pre-disability position;
* have insufficient accrued sick leave to cover an absence; and
* have applied for and received an allocation of coverage from the Sick Leave Bank Committee (see application instructions above).

You may elect to join the Sick Leave Bank during open enrollment (month of October) any year by donating 1 or more days of your accrued sick leave. Benefit time accrues to the Bank when a member is drawing from the Sick Leave Bank. The MSP SLB Committee also reviews all MSP member requests to use more than five (5) personal sick days to secure income while caring for a family member ("family sick time").