

## **Sick Leave Bank Policy**

The City of Blair recognizes that employees may have a family situation or emergency that causes a severe impact to them resulting in a need for additional time off in excess of their available sick time. To address this need, all eligible employees will be allowed to donate from their unused sick time balance to their coworkers in need in accordance with the policy outlined below. This policy is strictly voluntary. The City reserves the right to amend or terminate this policy at any time. In the event this policy is terminated the bank will be maintained until such a time that it is completely exhausted prior to total termination.

### **1.0 Definitions**

1. "The Review Team" the review team will consist of the Human Resources Manager, City Administrator or his designee, and the City Attorney.
2. "Extended Health Challenge" refers to serious, life-threatening, or debilitating medical conditions that require significant medical intervention, long-term care, or an extended recovery period, making it difficult for an employee to maintain regular work responsibilities. These conditions often lead to substantial physical, emotional, and financial burdens, both for the individual and their family. Examples include, but are not limited to:
  1. Cancer and its treatments, such as chemotherapy or radiation
  2. Major surgeries and extended recovery periods
  3. Severe heart conditions, such as heart attacks or bypass surgery
  4. Chronic illnesses in an acute phase, such as advanced-stage kidney disease
  5. Debilitating injuries requiring extensive rehabilitation, such as spinal cord injuries
  6. Conditions requiring organ transplants or ongoing dialysis

### **2.0 Eligibility Guidelines**

Employees who would like to make a request to receive donated sick time from their coworkers must have a situation that meets the following criteria:

1. Employees or an immediate family member must have an Extended Health Challenge. An immediate family member is defined as spouse, child, parent, or other relationship in which the employee is the legal guardian or sole caretaker.
2. Employees who receive donated sick time may not receive more than 160 hours within one rolling 12-month period; exceptions may be approved by the review team
3. Requesting employees must exhaust all sick time, comp time, floating holiday and all but 40 hours of vacation leave before using donated sick time.

4. Requesting employees must have donated at least the minimum number of hours to receive assistance from the sick leave pool; exception may be approved by the review committee.
5. Requesting employees must utilize the request process outlined in City Procedure #---.

### **3. Donation Guidelines**

Employees who donate sick time from their unused balance must adhere to the following requirements to ensure that they have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off:

1. Donations will occur from September 1<sup>st</sup> to September 15<sup>th</sup>.
2. Donations must occur during the previous fiscal year to be eligible to receive assistance from the sick leave pool.
3. Donations must be made using the approved City form or process during the set donation time; exceptions may be made by the review committee in extreme circumstances.
4. Employees must donate a minimum of 4 hours to be eligible to participate in the sick leave pool. New employees shall have the option to enroll at the time of employment with the minimum sick leave donation divided between four pay periods.
5. Employees may only donate a maximum-40 hours; exceptions may be made by the review committee.

### **4. Request Process**

1. Submit a request form along with relevant medical documentation to the Human Resources department.
2. The Review Team will review the request and have a response prepared within two weeks of the request being presented.
3. Approval or denial shall be based on the merits and available days in the sick leave bank.