

TOWN OF SUNSET BEACH

SICK LEAVE BANK POLICY AND RULES

A. Objective:

To establish a Sick Leave Bank to provide sick leave to eligible participating employees during a prolonged medical emergency of the employee or the employee's immediate family member due to an unplanned personal illness, injury, or quarantine, and who have exhausted their compensatory time and sick and annual leave balances.

B. Eligibility and Limitations

1. Qualifying injuries or illnesses are defined as life threatening conditions or combination of conditions affecting the mental or physical health of the employee, and that require the services of a physician.

2. The Sick Leave Bank is available to those employees who have completely exhausted all accumulated leave time (accrued sick leave and accrued leave) and who are not otherwise receiving any related compensable benefits such as disability, workers' compensation, or employment. Sick Leave Bank days may be used during the required waiting period for such benefits and following the waiting period provided disability benefits have not begun.

3. Eligibility for participation in the Bank begins upon the employee's original donation of one day, as defined by the employee's work day, of sick leave. Eligibility will continue provided the employee donates one day of sick leave each subsequent fiscal year. The enrollment period shall be from June 1 to June 30 of each year. The contributed sick day will be deducted from the employee's accumulated sick leave days on July 1. Only earned or available sick leave may be contributed to the Sick Leave Bank.

4. New employees can enroll voluntarily in the Sick Leave Bank after they have been employed for 30 days. Eligible employees who do not elect to join the Sick Leave Bank at the first opportunity afforded to them will not be permitted to join the Bank until the subsequent enrollment period.

5. Donated sick leave time contributed is permanent, and will not be returned to the employee. Employees should understand that donated sick leave is not available to the donor for retirement calculation purposes under the Town's retirement program.

C. Withdrawals

1. An employee must request sick leave from the Bank by submitting a written request to the Town Administrator. The request shall outline the nature of the illness, injury or disability and the reasons for the request. All requests must be accompanied by a physician's statement which includes the beginning date of the condition, and a

description of the illness or injury. In the event the employee is incapacitated, the employee's spouse or other immediate family member may submit the written request.

2. The amount of sick leave granted for each request will be determined by the Town Administrator. Verification of continued use of sick days from the Bank may be required at reasonable intervals by the Town Administrator. The Town reserves the right to have the employee examined by medical personnel of its choice.

3. The Sick Leave Bank is available only for prolonged medical conditions, which is defined as a medical condition that is likely to require an employee absence from duty for a period of no less than twenty consecutive workdays. If an employee has had previous random absences within the last twelve months, an exception to the twenty day period may be granted by the Town Administrator in consultation with the Town Council.

4. A member of the Sick Leave Bank will lose the right to use the benefits of the Bank if the employee is terminated for cause.

D. Initiation of Sick Leave Bank

1. The Town of Sunset Beach will help initiate the Bank by providing 10 days of sick leave time as a starting balance. These days will be withdrawn incrementally from the account when the account balance exceeds 20 days contributed by the participants.

2. If the number of days available in the sick leave bank falls below 20 days, each employee who wishes to remain in the program must contribute one additional day. If the employee chooses, the day contributed can come from the employee's annual leave balance.

3. The number of sick leave days granted may not exceed the number of days in the Sick Leave Bank.

4. If membership falls below ten members and the sick leave balance is less than 20 days, the Town Council at its option may decide to dissolve the Bank. If the Bank is dissolved, any days on deposit will be returned to the participating members at the time of dissolution and credited to their personal sick leave accumulation in proportion to the days each has contributed.