SEIU Sick Leave Bank Request Process

- Employee completes the new "SEIU Sick Leave Bank Donation Application" and sends it to Human Resources/Benefits. Application will list type of leave and number of hours requested.
- Benefits will determine the number of hours of accrued sick time available, project when it
 will be exhausted, and project the amount of sick hours are needed for the donation based
 on the documentation received. Available vacation and compensatory time balances will
 also be provided to the Committee.
- 3. Benefits will add information to the Application that is provided to the Committee as follows:
 - a. If the leave is an FMLA leave, Benefits will indicate whether CareWorks has approved the leave, or whether that claim is pending, and indicate the dates of the approved leave.
 - The Committee should not have to request further medical certification on approved FMLA leaves as CareWorks will approve a period of leave.
 - b. If the leave is for the second reason a continuous leave for a condition that resulted from a catastrophic accident and is not work-related and is not a chronic condition documentation will have to be supplied by the applicant with the application.
 - c. If the leave is for the third reason, injury or illness of the employee or a member of the employee's immediate family, supporting documentation will need to be provided by applicant and will need to state the beginning and estimated end dates of the leave.
- 4. Benefits will forward the Application to the SLB Committee along with information shown above.
- 5. SLB Committee will review the information that was provided and make a determination of whether the application is approved, denied, or if additional information is needed (and what information, specifically, is needed.)
- 6. SLB Committee will return the form to Benefits.
- 7. Benefits will inform the employee of the decision. If approved, Payroll will be notified of the transfer.

SEIU Sick Leave Bank Donation Application

Name				Employee ID	
DL.	meLast	First	MI		
Phone number					
Sick Leave Bank members who anticipate the need for additional sick hours to remain in pay status and have an accumulated sick leave balance less than 80 hours may request a sick leave donation from the Sick Leave Bank for the qualified reasons listed below. Submit this completed application to Human Resources: Benefits, 2121 Euclid Avenue AC 113, Cleveland OH 44115. The SEIU Sick Leave Bank Committee will review the application and make a decision.					
*	Select a Qualified Reason for Sick Leave Donation:				
	Continuous or intermittent absence as administered under the University's FMLA Policy Approved FMLA claims may not require additional information				
	Non-work related and non-chronic condition resulting from a catastrophic accident Provide documentation to facilitate review of donation request				
	My injury or illness or				
**	Donated Hours Needed:				
	Requesting hours donation from the SLB (Maximum 160 hours) for leave beginning and ending Number of hours requested should be based on hours needed to cover period of leave and may require supporting medical documentation				
Member Signature Date ************************************					
HR/Employee Benefits Use Only:					
	FMLA Approval Verified Yes fro	/ILA Approval Verified Yes_from// through/ No Pending approval by CareWorks – due/			
				vailable Comp Balance	
	Time needed from SLB	hours to cover time pe	riod from	to	
SLB Committee Use Only.					
	Request Additional Documentation Documentation Received	□ Yes □ No □ Yes <u> </u> /		cumentation Requested	
Approval/Denial of Request: ☐ Yes - Approved ☐ No – Denied ☐ More information needed					
	Employee Benefits Use Only: Donation Approved Notice sent to Payroll Donation Denied Decision sent to Member	Hours Date Date			