SEIU Sick Leave Bank Request Process

1. 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.

2. 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.

As of 5/18/2018