

Cleveland State University

Sick Leave Bank (SLB) for S.E.I.U. Employees

WHAT IS THE PURPOSE OF THE S.E.I.U. EMPLOYEE'S SICK LEAVE BANK ?

The purpose of the S.E.I.U. Employee's SLB is to make available additional sick leave hours to enrolled members of the SLB who may exhaust their accumulated sick leave hours and otherwise qualify for paid sick leave.

HOW DO I QUALIFY TO BECOME A MEMBER OF THE S.E.I.U. EMPLOYEE'S SLB?

If you are a full-time or part-time S.E.I.U. employee AND you have accrued 80 or more hours of sick leave at the time the annual SLB open enrollment period is conducted, you are eligible to join the S.E.I.U. Employee's SLB. Part-time employees must have an accrual balance in an amount proportionate to the percent of time or hours worked in a two-week period compared to a full-time employee. (Ex. An employee scheduled to work 32 hours/week must have 64 hours accrued to join ($64/80=80\% \times 80 \text{ hours}=64 \text{ hours}$)).

An employee who enrolls in the SLB while on an approved sick leave may not request the SLB benefit for that approved sick leave.

WHAT DO I HAVE TO DO TO ENROLL IN THE S.E.I.U. EMPLOYEES SLB?

During the annual S.E.I.U. employee's SLB enrollment period conducted during the month of September (subject to change), you complete the SLB election form. The election form includes your signed approval to contribute 10 hours of your accrued sick leave to the SLB as a condition of joining the SLB membership. A part-time employee joins the SLB by contributing an amount of accrued sick pay hours proportionate to the percent of time or hours worked as compared to a full-time employee. (Ex. An employee scheduled to work 32 hours/week must contribute 8 hours to join ($64/80=80\% \times 10 \text{ hours}= 8 \text{ hours}$)).

DO I HAVE TO CONTRIBUTE SICK LEAVE HOURS FROM MY SICK LEAVE ACCRUAL EACH YEAR I WISH TO REMAIN A MEMBER OF THE SLB?

No. The initial 10 hours (fewer if part-time) you contribute is all that is required of you to remain a member of the SLB until you leave the University. However, when the hours available in the SLB becomes less than five (5.0) hours times the number of enrolled SLB members, a donation of an additional five (5.0) hours of sick leave is called for from all SLB members who have at least eighty (80.0) hours of accumulated sick leave (prorated for part-time employees). SLB members who have fewer than eighty (80.0) hours of accumulated sick leave (prorated for part-time employees) are exempt from this call for donations. SLB membership ends for any member who has at least eighty (80.0) hours of accumulated sick leave (prorated for part-time employees) and who does not make the called-for donation. Hours contributed to the SLB are not refundable.

WHEN CAN I SUBMIT A REQUEST TO USE HOURS FROM THE SLB?

When you anticipate the need for additional sick leave hours to remain in pay status:

- during a continuous absence, OR a leave requiring a reduced schedule or intermittent absence as administered under the University's Family Medical Leave Policy, AND
- your sick leave accrual balance has dropped below 80 hours, AND
 - you have a non work related, non chronic condition resulting from catastrophic injury or illness, OR
 - you have an immediate family member with a non work related, non chronic condition resulting from catastrophic injury or illness for whom you are the primary caretaker.
 - Conditions caused by incidents covered by Workers Compensation are not eligible for SLB time.

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HOW DO I REQUEST HOURS FROM THE SLB?

You direct your request for SLB hours to the Director of Employee Benefits in Human Resources, who reviews if the request is appropriate and then submits your request to the S.E.I.U. Employee's SLB committee for consideration. Generally, if you are already on an approved Family Medical Leave, your request will be considered by the SLB committee with no further documentation required. Further information may be required if you are not already approved for Family Medical Leave.

HOW MANY HOURS CAN I WITHDRAW FROM THE SLB?

You can initially request up to 160 hours (pro-rated for part time employees). Your request should be for the number of hours needed for you to remain in pay status after your own sick leave accrual is exhausted up to the date your approved sick leave is projected to end. HR/Benefits will determine the number of hours required to bridge the period of time needed, up to the maximum grant allowable.

You can request an extension of SLB hours up to a maximum of 160 additional hours (pro-rated for part time employees) if the sick leave time transferred in response to your first application proves to be insufficient for your approved leave. The maximum SLB hours that can be withdrawn is 320 hours, (prorated for part-time employees) in a rolling twelve (12) month period. At no time may the SLB committee transfer more sick leave time from the SLB than is available in the bank.

WHO IS INCLUDED IN THE S.E.I.U. EMPLOYEE SLB COMMITTEE AND HOW DOES IT WORK?

The SLB committee consist of three (3) representatives appointed by the S.E.I.U. Employee bargaining unit and three representatives appointed by the University.

The SLB committee has stewardship for the sick leave hours contributed to the SLB and the responsible disbursement of those hours from the SLB with each request. Each request is reviewed by the SLB committee and the committee's decision, by majority vote, shall be binding. There is no appeal process.

WHAT HAPPENS TO THE UNUSED SLB HOURS IN THE EVENT I DO NOT USE THE TOTAL GRANTED?

The unused hours are returned to the SLB.

DO I HAVE TO PAY BACK THE SICK LEAVE HOURS WITHDRAWN FROM THE SLB AT ANY TIME IN THE FUTURE AFTER MY SICK LEAVE.

No, reimbursement of hours used from the SLB is not required. However, upon separation from employment with the University, an employee may donate up to an additional twenty-five (25) hours of sick leave to the SLB from that portion of the employee's accrued sick leave balance that is eligible for a cash payout. The employee's cash payout will be reduced by the amount of his/her donation to the SLB.