

## **CLASSIFIED STAFF UNION UNIVERSITY OF MASSACHUSETTS BOSTON SICK LEAVE BANK POLICY AND GUIDELINES**

### **Statement of Purpose:**

The Sick Leave Bank (SLB) was established under the provisions of the collective bargaining agreements (Article 12 - Section 1). It is intended to provide paid leave time to members who:

- are absent from work due to a non-work related injury or illness where there is a reasonable expectation, based on medical documentation, of the member returning to the position held at the time a medical leave due to the illness or injury began.
- need paid leave time until an approved application for Long-Term Disability Insurance benefit becomes effective.

The Sick Leave Bank is not intended as a substitute for Long-Term Disability Insurance protection.

All bargaining unit members covered by the Classified Staff Union (CSU) agreement are eligible to become members of the Sick Leave Bank. Contribution of time to the bank is necessary in order to become a member. However, if the total number of days in the bank falls below 100 each full-time member shall donate one accrued, unused sick leave day to the bank. A regular part-time employee shall donate accrued, unused sick leave in the same proportion that her/his part-time service bears to full-time service.

The decisions of the Sick Leave Bank Committee are final and binding and not subject to any campus grievance or appeal procedure. Under normal circumstances, the SLB Committee meets regularly to consider outstanding applications.

### **Eligibility:**

1. A member is eligible to apply for paid leave time from the Sick Leave Bank upon their membership in said bank.
2. There is a reasonable expectation, based on medical documentation, the member will return to the position held at the time of the medical leave.
3. Before drawing days from the Sick Leave Bank, a member must use all accrued sick and personal leave, and all but ten (10) days of accrued vacation leave. Once a member has used all leave in accordance with this section and the SLB Committee has approved his/her SLB application, he/she shall immediately be eligible to draw days from the Sick Leave Bank.
4. A member who is receiving income from Worker's Compensation benefits may not draw upon the SLB to supplement that compensation.

5. A member who is eligible to receive Worker's Compensation benefits is not eligible for paid leave time from the SLB.
6. A member who is receiving benefits from an employer-sponsored Long-Term Disability Insurance (LTDI) plan may not draw from the SLB to supplement that benefit.

**Allowable Term:**

1. The initial award of time for a member granted paid leave time from the Sick Leave Bank due to his/her own illness or injury shall be no greater than 12 weeks.
2. Each extension of time granted an employee beyond the initial award may be no greater than 12 weeks.
3. Paid leave time received from the Sick Leave Bank by a part-time CSU member shall be pro-rated based on the member's percentage of full-time effort.
4. Any vacation, sick or personal leave accruing to a member who is drawing upon the Sick Leave Bank during a given pay-period shall accrue to the bank.
5. If any leave is granted but not used by the employee, the unused portion of the amount of sick leave transferred is returned to the Sick Leave Bank. This would apply in the case of an employee's death or recovery from the illness or injury.

**Application Procedures:**

1. A completed application form must be submitted to the Department of Human Resources, 3<sup>rd</sup> Floor Quinn Administration Building. Application forms may be obtained from the Department of Human Resources, CSU office, or online.
2. If the SLB Committee is unable to make a determination regarding a request for paid leave time based on the information provided on the SLB application, the Committee may request information it perceives will assist in making a determination. Information that may be requested may include, but is not limited to:
  - A. Clarification of the employee's and/or medical care provider's portion of the application.
  - B. Submission of a completed Certification of Health Care Provider Form (Family and Medical Leave Act of 1993).

This same information may be requested from a second medical practitioner; any resulting costs shall be paid by the applicant.

The purpose of such additional information shall be exclusively to aid the Sick Leave Bank Committee in determining whether to grant, modify, or reject an application for drawing days from the bank.

## ***GLOSSARY***

<i>CSU</i>	Classified Staff Union, University of Massachusetts Boston.
<i>Health Care Provider</i>	Doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners, nurse-midwives, and Christian Science practitioners.
<i>LTDI</i>	Long Term Disability Insurance – An optional insurance plan which replaces some portion of an employee’s salary if the employee is not able to perform their job for a defined period of time.
<i>Medical Evidence</i>	Satisfactory medical evidence shall consist of a signed statement by a health care provider (as defined above). The statement should confirm that he/she has personally examined the employee and shall contain the nature of the illness or injury, a statement that the employee is unable to perform his or her duties due to the specific illness or injury and the prognosis for the employee’s return to work.
<i>Non-Work Related Injury</i>	An illness or injury for which an employee is not eligible for Workers Compensation benefits.
<i>Return to Work</i>	A reasonable expectation, based on medical documentation, that a member will return to the position held at the time a medical leave due to the illness or injury began.
<i>SLB</i>	Sick Leave Bank – A pool of sick leave days for which a Committee approves the use, based on written application and medical verification submitted by a Sick Leave Bank member.
<i>Workers Compensation</i>	State sponsored income protection for employees injured on the job. Approval is determined by the State Division of Human Resources. It replaces 60% of an employee’s average weekly wage.

