**Sick Leave Emergency Bank**

Donated sick leave is available for full-time regular status employees who experience an extended period of illness or terminal illness either for themselves or for an immediate family member, and have exhausted all accrued annual and sick leave including compensatory time.

Employees may donate up to 40 hours sick leave in a 12-month period (in 8 hour increments) to the Emergency Sick Leave Bank as a direct grant for eligible employees. The donor’s sick leave bank cannot be reduced to below 40 hours as a result of the donation. If the grant is refused, the hours will be returned to the donor’s sick leave bank.

Eligible recipients of donated sick leave may request grants of up to 100 days within a 12-month period. Recipients must have exhausted all accrued annual, sick, and compensatory time; must provide a physician’s certification of the employee’s or family member’s medical condition; and must receive approval for the leave from their supervisor.

All required forms must be completed and provided to Human Resources prior to leave being taken. Employees should not have an expectation that all requests will be approved.