

Sick Leave Banks

Most union contracts provide for the establishment and operation of a Sick Leave Bank managed by a joint labor/management committee. Sick Leave Banks afford an opportunity for eligible employees dealing with catastrophic personal illness or injury (not job related) to obtain additional sick leave hours when all other accrued leave has been exhausted. Sick Leave Banks may not be utilized for illness or injuries incurred by family members.

The Committee must require adequate evidence of the employee's catastrophic illness or injury, which is not job related. Sick leave bank hours will not be granted to an applicant with evidence of prior sick leave abuse in his/her personnel file or attendance record. Prior utilization of sick leave does not by itself indicate sick leave abuse.

Union members make contributions to the Sick Leave Bank during the donation drives. Any employee who does not make a contribution is not eligible to apply to the Bank for any sick leave.

Members who wish to be eligible to apply to the bank must contribute eight (8) hours of sick leave if assigned to a forty (40) hour work week or seven (7) hours of sick leave if assigned to a thirty-five (35) hour work week.

The maximum amount of sick leave that may be granted is 480 hours for an employee assigned to a forty (40) hour work week or 420 hours for an employee assigned to a thirty-five (35) hour work week.

Part-time employees may participate on a pro-rata basis.

Nothing herein contradicts or restricts an employee's entitlement to FMLA leave. In addition, the discharge of sick leave bank hours granted shall be counted towards an employee's entitlement under FMLA.

For more information, see the union contract (if applicable) on the Division of Human Resources website at <http://www.hr.ri.gov> or contact your human resources office.