

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 25.1 through 25.7	Page 1 of 4
	SUPERSEDES: January 1, 2006	DATE ISSUED: March 27, 2018
SUBJECT: Sick Leave Bank	AUTHORIZATION: Adopted by the Board of Supervisors March 27, 2018; to become effective March 27, 2018	

25.1 General Provisions

It is the policy of Prince George County to allow members of the Sick Leave Bank an additional source of leave days when they are incapacitated by an extended personal illness or disability.

25.2 Eligibility for Membership

All full-time regular and part-time regular Prince George County employees who work 20 hours or more per week in regular status and who earn sick leave accruals will be eligible to participate in the Sick Leave Bank. VRS Hybrid employees covered under PTO will not be eligible to participate in the Sick Leave Bank.

25.3 Terms of Membership

Membership in the Sick Leave Bank is voluntary. In order to participate in the Bank, each employee will be required to submit an Application for Sick Leave Bank Membership to Human Resources by the assigned due date and contribute sick leave hours equal to two work days. Participation will begin as of January 1. New employees may enroll in the bank within one month of successful completion of probationary period; however, they will not be eligible to utilize the benefits of the Bank for a period of six months subsequent to enrollment. Employees who have met their one year probationary period who decide to join in subsequent years are eligible to utilize the benefits of the Bank after a six month waiting period.

The County Administrator has the right to approve a late entry into the Sick Leave Bank if deemed necessary.

Each January 1st thereafter, each participating employee will be required to contribute one additional day of sick leave to the bank. The County Administrator will determine the need and extent of future contributions. Upon termination of employment, the County shall contribute three days of the terminating employee's non-reimbursed sick leave to the bank.

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Membership in the Bank is continuous and sick leave will be contributed from the employee's accrued sick leave as outlined above, unless the employee opts to terminate Sick Leave Bank Membership by notifying the Human Resource Office before December 15th, with an effective date of the following January 1.

An employee must be enrolled in the Bank for a period of six months prior to becoming eligible to utilize the benefits of the Sick Leave Bank.

25.4 Use of Sick Leave Bank

The participating employee must make application for the benefit, using the Application for Withdrawal of Sick Leave Bank Days and must submit the application and Physician's Certification of Disability to the Human Resource Office. The request shall be returned to the Human Resources Office no later than five (5) days after all accrued sick and compensatory leave have been exhausted.

No member of the Bank will be granted sick leave from the bank until his/her own leave has been depleted. A minimum of ten (10) consecutive calendar days of illness will not be covered by the bank and will be considered leave without pay.

A maximum of ninety (90) calendar days may be drawn by a member within a 12-month period, starting with the first date of withdrawal from the bank. Days drawn from the bank for any one period of eligibility must be consecutive, except disability resulting from recurrence or relapse of the original illness.

Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.

The sick leave bank may also be used by an enrolled employee for an illness or injury of an employee's spouse or dependent child residing in the employee's home.

No benefits will be paid from the bank for a work-related injury or sickness which is occupationally-related; self-inflicted injuries; injuries related to commission of a felony or misdemeanor; or, during any disciplinary suspensions.

The employee must be able, in all likelihood, to return to work and confirms in writing, their intention to do so. The Medical Certification form must also state the same from the employee's treating physician.

Participation in the Sick Leave Bank shall run concurrently with Family Medical Leave.

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25.5 Termination of Membership in the Bank

A participating member may discontinue participation by giving written notice to Human Resources by December 15th , with an effective date of the following January 1.

Upon termination of employment or withdrawal of membership, a participating employee will not be permitted to withdraw his/her contributed days.

25.6 Administration

The Sick Leave Bank will be administered by the Human Resource Office through an advisory board of four (4) employees and a representative from the Department of Human Resources. The four members of the advisory board shall be appointed from those employees expressing an interest in serving.

The advisory board will review all applications for Bank use, ensuring that they meet policy guidelines. The board will meet as a group to discuss and determine the decision on every request submitted. A decision will be rendered within ten (10) working days of receiving the application and all required documentation from the employee.

The decision of the advisory board can be appealed to the County Administrator within ten working days of the receipt of the decision. The advisory board members shall not vote on his/her own Sick Leave Bank request.

25.7 Termination of the Sick Leave Bank

If it becomes necessary to terminate or modify the Bank for any reason, the County shall not be held responsible to anyone then eligible or who may be or becomes eligible to participate in the Bank.

If the Bank becomes inoperative, the sick leave days remaining in the Bank at that time shall be distributed according to the following:

1. First, to the bank members currently drawing sick leave days from the Bank, until all unused sick leave hours are exhausted or until the member has received the maximum allowable entitlement.
2. Second, to those bank members who have applications pending decision at the time the Bank becomes inoperative, and who are eligible for these benefits.

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3. Third, the benefits remaining in the bank shall be returned to its active members prorated in direct proportion to their individual contributions.