

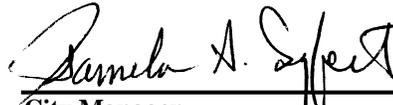


Subject/Title
Shared Sick Leave

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Objective: The Shared Sick Leave Program is established to provide additional sick leave for employees who are faced with a personal catastrophic or the catastrophic situation of an employee's immediate family member (as defined in the City of Charlotte's Sick Leave Policy). Additional sick leave may be granted when an employee exhausts all accrued sick, vacation leave and short-term disability benefits, Accident and Sickness, (A&S), if applicable. Excluded from the policy are illnesses and injuries that are job related. Employees must contribute to the sick leave bank in order to participate in the program. Participation in the program is voluntary.

Policy:

Catastrophic Situation

A catastrophic situation exists when there is a severe condition that affects the mental or physical health of an employee or the employee's immediate family and requires the care of a physician for a prolonged period of time and forces the employee to exhaust all earned leave, and A&S benefits.

Eligibility

- A. Regular employees must donate to the bank in order to qualify for participation in the program during the enrollment period.
- B. Regular employees must contribute at least one sick leave day to the bank in order to participate in the program.
- C. All regular employees of the City of Charlotte who have been employed for at least 30 days are eligible to enroll in the Shared Sick Leave Program.
- D. A newly hired employee may enroll on the first day of the month following 30 days of employment, provided the employee submits the appropriate forms on or before that date.

Criteria

Eligible employees who have exhausted all vacation, sick leave, if applicable, and short term disability leave, if applicable, and have an approved catastrophic situation that prevents them from returning to work may request leave from the leave bank. Employees are advised to apply for additional leave at least two weeks prior to the exhaustion of all leave.

- A. The employee or family member’s illness must meet the criteria of a catastrophic illness. A doctor’s certification of the illness must be submitted with the request for leave. The request should include the number of days needed, up to a maximum of 45 days.
- B. The maximum number of days granted per request is 45 days. An employee may reapply for an additional 45-day period, if the employee’s catastrophic situation requires the employee to be out of work past the initial 45-day period.
- C. Employees who have had recent documented excessive sick leave usage may not receive leave from the bank. All past leave usage that is documented as FLMA leave *will not* be considered as excessive sick leave usage.
- D. Regular full-time employees who work 40 hours per week must donate at least one day (8 hours) of sick leave to the bank in order to participate in the program.
- E. Regular part-time employees who work 20 hours per week must donate at least one day (4 hours) of sick leave to the bank in order to participate in the program.
- F. Regular part-time employees who work 30 hours per week must donate at least one day (6 hours) of sick leave.
- G. “Donated Sick Leave” is not refundable.
- H. Any leave remaining in the bank at the end of the year will not be carried over in the bank or returned to employees.
- I. An enrollment process will be conducted whenever there are not enough days in the bank to address a request.

Procedures

- A. When an employee has a catastrophic situation, they will request leave from the “Sick Leave Bank” to their Key Business Executive (KBE).
- B. The KBE, in consultation with Human Resources, will review the employee’s request as expediently as possible. The employee will be notified of the decision in writing.
- C. Human Resources will process the approved request and notify the payroll clerk who will transfer the appropriate number of days to the employee’s sick leave account.

Enrollment Process

- A. Eligible employees may enroll in the program when they contribute at least one day of sick leave to the “Sick Leave Bank” during designated enrollment periods.
- B. A newly hired employee may enroll on the first day of the month following 30 days of employment, provided the employee submits the appropriate paperwork on or before that date.
- C. Enrollment, for regular employees, will occur on an annual basis or an enrollment will occur when the number of days in the bank is insufficient to fulfill the request. (Employees who enroll during the annual enrollment period or who enroll during a subsequent enrollment period will remain eligible for benefits until the next annual enrollment period.)
- D. Employees who do not have a day of sick leave to donate during the enrollment period may enroll in the bank provided that the next accrued sick day is donated automatically to the “Sick Leave Bank”.

Definitions

- A. A *Catastrophic Situation* is an illness or injury that affects the mental or physical health of the employee or the family member of an employee.
- B. An *Eligible Employee* is one who meets the eligibility criteria set forth in this policy.
- C. A *Family Member* is defined as spouse, child, parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent-in-law, and comparable step relationships (resulting from remarriage).
- D. A *Newly Hired Employee* is one who is employed for less than 30 days.
- E. A *Regular Employee* is one who is employed for 30 days or more and who is not on temporary status.
- F. *Sick Leave Bank* is a depository of sick leave days.