

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 4.18 FOP

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DATE 12/19/14

SUBJECT: FOP SICK LEAVE BANK

APPROVED:



OBJECTIVE: The FOP sick leave bank (Bank) is established to allow eligible FOP employees to donate accrued sick days to other FOP employees participating in the program who are unable to work due to the employee's own catastrophic health condition.

STATEMENT: New Castle County encourages employees to participate in a program designed to help employees who have encountered catastrophic personal medical situations resulting in an extended absence from work. Many times the employee in this situation has exhausted all of his or her own paid leave options while more time is needed to address the catastrophic health condition. The ability for an employee to request additional sick leave days through the sick leave bank is a way for affected employees to continue in a paid status to care for their own catastrophic health condition.

PROCEDURE:

1. Participation in the Bank is voluntary and the utilization of benefit is limited to Bank members only.
 2. Full-time, non-probationary, FOP Lodge #5 employees with New Castle County are eligible for this benefit.
 3. Membership in the Bank:
 - a. Eligible employees must donate a minimum of one (1) day of accrued sick leave every year during the open enrollment period; a maximum of twelve (12) days of accrued sick leave per calendar year is permitted by any one (1) eligible employee.
 - b. Open enrollment period for participation in this program will be January 1 through January 31 in each calendar year.
 - c. To continue active membership in the Bank, eligible employees must re-enroll each calendar year using the minimum and maximum criteria stated above.
 - d. To enroll as a member, eligible employees may sign up by completing the sick leave bank enrollment/donation form as follows:
 - electronic form through the PeopleSoft Employee Self Service Module on the county intranet portal
- OR**
- hardcopy form that can be printed from HR Forms Section of the county intranet portal, obtained from your department's Human Resources liaison, or obtained from the Office of Human Resources
4. Withdrawal from the Bank:
 - a. An eligible employee who is a member of the Bank may withdraw up to a maximum of one consecutive year (12 months) sick leave in a five (5) year period
 - b. For an eligible employee who is a member of the Bank to receive sick leave from the Bank, he or she:
 - must have exhausted his or her own sick, vacation, personal, compensatory, or other accrued leave;
 - must be an active member and contributor to the Bank;
 - must require a continued absence due to the employee's own catastrophic health condition;
 - must provide medical documentation substantiating such condition; and
 - must have applied for, been granted and exhausted a two-week sick leave extension as detailed in New Castle County Personnel Policy 3.02 (Sick Leave Extension); and obtain approval from the Chief Human Resources Officer and the Executive Board of the FOP Lodge #5 prior to any utilization of sick leave from the Bank.

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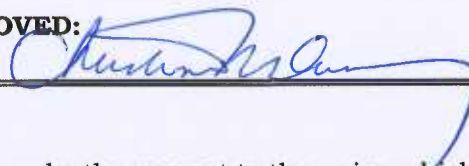
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- c. To request donated sick leave, the eligible employee must make the request to the union which will in turn submit to the Chief Human Resources Officer. A copy of the written statement from the employee's treating physician must be included with the request. After the Chief Human Resources Officer determines the employee is a Bank participant, he or she may contact the Chief of Police or Director of Public Safety to request background information such as: what is the reason for the request; how long the employee has been with the County; why the employee is out of time; does the employee have a pattern of sick leave abuse/usage; how did the employee get to the point to need to request the Bank; the employee's attendance record for at least the past ten years; and any other pertinent information. The Chief Human Resources Officer will notify the employee in writing of the approval or denial of the request.
- d. All benefits will continue while the employee is on the approved sick bank leave. At the conclusion of the approved leave, one of the following will occur:
 1. If the employee continues to be too ill to return to work, he or she may request an unpaid leave of absence until such time as he or she is physically able to come back to work as indicated by the physician. Approval of such leave of absence is at the discretion of the department general manager. If the leave of absence is denied, the employee shall be separated from the payroll in accordance with the New Castle County Code.
 2. The employee shall return to work after being cleared by the Risk Manager.

5. Administration of the Bank:

- a. The Chief Human Resources Officer and the Executive Board of the FOP Lodge #5 are responsible for establishing policies and procedures regarding the administration of the Bank.
- b. The Chief Human Resources Officer and the Executive Board of the FOP Lodge #5 approve active member utilization of sick leave from the Bank.
- c. The Executive Board of the FOP Lodge #5 shall be responsible for monitoring the solvency of the Bank and issuing depletion notices. Once a depletion notice is communicated to the members of the Bank, a one (1) month donation window shall be opened. Donation during this sick leave bank "depletion window" is voluntary and opened to only the active Bank members and governed by the same limitations.
- d. At the end of each calendar year, unused days that have been donated shall remain in the sick leave bank for future use.

REQUIRED ACTION: The Chief Human Resources Officer and the Executive Board of the FOP Lodge #5 shall be responsible for the implementation of this policy. The Chief Human Resources Officer, Chief of Police, Executive Board of the FOP Lodge #5, and timekeepers shall be responsible for the administration of hours awarded to Bank members.