

**Northern New Mexico College  
ADMINISTRATIVE POLICY**

<b>Subject:</b>	Sick Leave Bank Policy
<b>File Reference:</b>	1.15
<b>Date Approved By Board of Regents:</b>	June 21, 2000
<b>Replaces Policy Approved On:</b>	

**Purpose:** To provide a process whereby participating employees of Northern New Mexico Community College may request additional sick leave due to a catastrophic situation involving their own medical condition.

**Policy:** A minimum of 25% eligible staff and 25% eligible faculty must participate to insure the success of the sick leave bank. Less than 25% membership, of staff and of faculty, will deem the policy null and void.

**ELIGIBILITY:**

Employees who donate sick leave may become members of the Sick Leave Bank. Only those members may request leave from the Sick Leave Bank.

Full time faculty: Must have a minimum of one hundred (100) hours of accumulated sick leave and have been employed for one academic year.

Staff (with benefits): Must have a minimum of one hundred (100) hours of accumulated sick leave and have been employed for one fiscal year.

**Procedures:** ADMINISTRATIVE PROCEDURE:

Northern New Mexico Community College will establish a standing committee to review applications for the use of sick leave from the Sick Leave Bank, and to make a determination to either approve or disapprove the request. If the request for additional sick leave is approved, the Chair of the Sick Leave Bank Committee will notify the employee of the decision in writing. If the request for additional sick leave is disapproved, the Chair of the committee will notify the employee in writing of the reason(s) for the disapproval. The decision of the Committee is final. The procedure may be amended as the need arises.

**PROCEDURE:**

Any employee, as defined above, may donate from his/her accumulated sick leave to the Sick Leave Bank. Faculty must donate two days, fourteen, (14) hours based on a seven hour day. Staff must donate two days, sixteen, (16 hours) based on an eight-hour day.

Full time faculty will be allowed to donate sick leave every year between August 20 and September 20.

Staff (with benefits) will be allowed to donate sick leave every year between July 1 and July 31.

The Sick Leave Bank Committee may request additional donations if the Sick Leave Bank is low or out of contributions.

Donated sick leave will not be returned to the employee. If not utilized, the donated sick leave will be retained in the Sick Leave Bank.

Employees who wish to donate sick leave must fill out the Sick Leave Bank Donation Authorization Form and submit it to the Payroll Office. Participation in the Sick Leave Bank is strictly voluntary.

#### APPLICATION FOR SICK LEAVE FROM THE SICK LEAVE BANK:

Application for sick leave from the Sick Leave Bank will not be approved until the employee has exhausted all leave. For Faculty, this includes sick leave. For Staff, this includes sick leave and annual leave.

Employees who apply for sick leave from the Sick Leave Bank must complete the Request for Use of Employees Sick Leave Form. It must accompany the Medical Certification Form properly completed by the healthcare provider. The maximum sick leave that an employee may request from the Sick Leave Bank at anyone time is forty (40) days.

For additional sick leave the employee must submit a separate request following the procedures as defined in V. - B.

Appropriate documentation must be submitted by the employee to the immediate supervisor for preliminary review. Forms will then be forwarded to the Sick Leave Bank Committee for consideration.

If approved, the Chair will notify the employee in writing and indicate the total amount of sick leave hours approved.

The Chair will then notify the Payroll Manager so that the employee's payroll records can be adjusted with the additional sick leave.

If disapproved, the Chair will notify the employee in writing specifying the reason(s) for the disapproval and the employee will then be allowed the opportunity to appeal the decision. The decision of the committee is final.

#### **Cross Reference:**