

Staff & Chair Association  
Orange County Community College

TO: Members of the Staff & Chair Association  
FROM: Rob Larkin, Sick Bank Committee Chair  
SUBJECT: Sick Bank Contributions for **AY 2022-2023**  
DATE: September 1, 2022

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The Staff & Chair Association contract allows 10 month employees to accrue 185 days and 12 month employees to accrue 210 days of sick time. Members lose any days over the maximum.

Per our contract, an emergency sick leave bank has been established to provide against the economic effects of a long-term disabling illness. Each full-time member may contribute up to two (2) days from their annual sick leave allotment per academic year. These days will be placed in a Sick Leave Bank to aid full-time Staff and Chair members who are suffering from prolonged or disabling illness or mental incapacitation. The Sick Leave Bank shall be available to full-time members whose sick leave accumulation has been exhausted. The full description of the Sick Leave Bank can be found in our contract.

**Please consider donating a sick day or two to the sick bank.** *If we receive more donation days than we need, we will first accept donations from those Association members who have reached their maximum number of days.*

Thank you for your consideration.

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TO: Rob Larkin, Sick Bank Committee Chair  
FROM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
SUBJECT: Staff & Chair Sick Bank Donation  
Date: \_\_\_\_\_

Per the contract between Orange County Community College and the Staff & Chair Association, I hereby make the following donation to the Sick Bank for Academic Year 2022-2023:

\_\_\_\_\_ One Day

\_\_\_\_\_ Two Days

\_\_\_\_\_ I have reached my maximum number of accrued sick days (185/210).

\_\_\_\_\_ I have **NOT** reached my maximum of accrued sick days (185/210).

**Please return by email to Rob Larkin [rob.larkin@sunyorange.edu](mailto:rob.larkin@sunyorange.edu)**

**Thank you!**