

**Staff and Chair Association
Orange County Community College**

Vacation Leave Bank Donation Form

A vacation leave bank has been established to provide unit members returning from an approved FMLA leave a one-time donation of three (3) vacation days to be used consecutively. To be eligible, members must have been on approved FMLA leave, exhausted all of their accumulated leaves, and have returned to their position for at least three (3) months prior to being eligible to utilize the three (3) emergency vacation days.

Each unit member may contribute two (2) vacation days from their annual leave allotment per year. These days will be placed in a Vacation Leave Bank, which will aid unit members who have suffered from prolonged or disabling illness or mental incapacitation. **There is no maximum number of days that can be accumulated in the Bank and contributions cannot be withdrawn.** In the event the Bank is discontinued, contributions will be refunded to each contributing unit member up to their maximum contractual accumulation. In accordance with Article IX Section E, the Sick Leave Bank Committee shall administer this emergency vacation leave bank. Decisions of the Committee are final. The Committee shall present an annual written report to the Association at its first meeting in September. The report shall show the number of days in the Bank, the contributors, the number of requests made for days, and the number of requests granted. A copy of this report shall be given to the College.

Per the contract between Orange County Community College and the Staff & Chair Association, I hereby make the following donation to the Vacation Bank:

_____ ***One Vacation Day***

_____ ***Two Vacation Days***

Signature: _____ Date: _____

Print Name: _____ Academic Year: _____ / _____

Please return to: Nancy Boylan, Vacation Bank Chair nancyboylan@sunyorange.edu