

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

Sick Bank Donation Form

An emergency sick leave bank has been established to provide against the economic effects of a long-term disabling illness. **Any unit member may contribute any number of days from their annual sick leave allotment per year.** These days will be placed in a Sick Leave Bank, which shall be established to aid unit members who are suffering from prolonged or disabling illness or mental incapacitation. The Sick Leave Bank shall be available to a unit member whose sick leave accumulation has been exhausted. A unit member eligible to receive workers' compensation benefits is ineligible to draw upon the Sick Leave Bank. **There is no maximum number of days that can be accumulated in the Bank and contributions cannot be withdrawn.** In the event the Bank is discontinued, contributions will be refunded to each contributing unit member up to their maximum contractual accumulation. A unit member, on written application and adequate justification replete with medical documents attesting to the disability, may apply to draw up to thirty (30) days against the Bank after their sick leave accumulation has been exhausted. With medical documentation, a unit member may apply to the Committee for additional days from the Bank to a maximum of thirty (30) days. Sick leave bank days shall run concurrently with FMLA leave, provided the leave usage is for a FMLA qualifying event. The College may, at its option, require a second medical opinion prior to paying or continuing payment of sick leave bank days. An applicant to the Bank will provide any documentation deemed necessary with regard to the nature and duration of the disabling condition. A Committee consisting of five (5) members shall administer the Bank and act on each application submitted to it. The Committee may require periodic medical reports from a recipient. Composition of the Committee shall consist of three (3) bargaining unit representatives and two (2) representatives of the College Administration. As necessary, the Committee may consult with independent medical practitioners. 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 President.

12 Month members may accumulate up to a maximum of 220 sick days; 10 month members may accumulate up to a maximum of 195 sick days. Any days over the maximum allowable amount at the end of the academic year are forfeited.

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

Number of Sick Days Donated: _____

Signature: _____ Date: _____

Print Name: _____ Academic Year: ____ / ____

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