

AFSCME LOCAL 2428

DONATION OF HOURS FOR SICK LEAVE BANK

What is the AFSCME Local 2428 Sick Leave Bank and who is eligible?

The AFSCME Local 2428 Sick Leave Bank is a depository of sick leave hours for members experiencing periods of protracted illness when all other forms of leave have been exhausted (sick leave, vacation, comp time, SDI/PFL, worker's compensation). Donations are provided by members of AFSCME Local 2428. All members of AFSCME 2428 are eligible to apply for the sick leave bank. The eligibility criteria are detailed in 24.11(c) the MOU as follows:

A Committee of 2 designated by the Union and 2 designated by the District shall administer the program. Committee meetings shall be scheduled during the non-working time of the Union representatives. The following criteria shall control the Committee's consideration of any requests for paid time from the sick leave bank:

- 1) No employee shall be eligible until the employee has exhausted all paid time off due from the District and has applied for SDI, if applicable.
- 2) The nature of the illness or injury and the medical prognosis.
- 3) The financial need of the employee.
- 4) The current balance of credits in the sick leave bank.
- 5) The current or pending demand on the sick leave bank.
- 6) The seniority of the employee.
- 7) The employee's history of sick leave use.

What is SDI or PFL and why should I apply?

The California State Disability Insurance (SDI) program provides short-term Disability Insurance (DI) and Paid Family Leave (PFL) wage replacement benefits to eligible workers who need time off work. You may be eligible for DI if you are unable to work due to non-work-related illness or injury, pregnancy, or childbirth. You may be eligible for PFL to care for a seriously ill family member or to bond with a new child. Visit www.edd.ca.gov for more information.

If you experience any of these circumstances, **do not wait until you are out of your accrued leave to apply for these benefits.** Your eligibility date generally begins on the date of illness or injury, not when you exhaust your accrued leave. You may be able to extend your accrued time by integrating your DI or PFL benefits with your accrued time. Integration or coordination of SDI or PFL is a process in which you are paid the full SDI or PFL weekly benefit amount and being paid wages from your employer or are using your available leave to cover the difference. With this process you could potentially receive up to 100 percent of your normal gross weekly wages for the benefit period. To understand more about the benefits available to you, see Article 24.8 and 32.12, the EDD website at www.edd.ca.gov or contact the Benefits Manager.

If I donate hours, can I get them back if I need them in the future?

Yes, provided the sick leave bank has enough hours. See Article 24.11 (d).

If I don't use all the hours granted to me or I get reimbursed by SDI, do I need to return them?

Yes. See Article 24.8 (d). If sick leave bank hours granted to the employee are unused for three (3) pay periods, the unused balance shall be returned to the sick leave bank.

Who do I contact if I have questions?

You can contact your Union Steward, email the Union Committee members at: sickleavebank@afscme2428.org, or the contact the District's Benefits Manager to learn more.

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NAME: _____ **EMPLOYEE #:** _____

NUMBER OF SICK LEAVE HOURS TO BE DONATED: _____

I understand that, upon written request, up to 80 hours of unused sick leave credit may be contributed to the Sick Leave Bank each calendar year. The Sick Leave Bank will be administered for use by Local 2428 members to cover a protracted illness when their own sick leave, vacation, comp time or Long-Term Disability plan does not cover such illness. Any unused Sick Leave Bank hours granted to the employee shall be returned to the Sick Leave Bank. Per 24.8 (d) of the AFSCME Memorandum of Understanding, for all SDI payments provided to the District after the employee returns to work, the reimbursement shall be credited to the leave type, which was used by the employee. In the event more than one leave type as used and the employee used Sick Leave Bank hours, the Sick Leave Bank shall be reimbursed ahead of other leave types.

Please note that your donation is accepted in accordance with the Memorandum of Understanding as follows:

- 1) Upon written request by an employee 80 hours of his/her unused credit maybe contributed to the sick leave bank each calendar year.
- 2) Employees who receive payments from the sick leave bank shall be considered on paid status for benefit purposes.
- 3) A committee of 2 designated by the Union and 2 designated by the District shall administer the program. Committee meetings shall be scheduled during the non-working time of the Union representatives. The following criteria shall control the Committee's consideration of any requests for paid time from the sick leave bank:
 - a. No employee shall be eligible until the employee has exhausted all paid time off due from the District and has applied for SDI, if applicable.
 - b. The nature of the illness or injury and the medical prognosis.
 - c. The financial need of the employee.
 - d. The current balance of credits in the sick leave bank.
 - e. The current or pending demand on the sick leave bank.
 - f. The seniority of the employee.
 - g. The employee's history of sick leave use.
- 4) A majority decision of the Committee shall be conclusive as to any application for sick leave bank usage. In the event of a deadlock on the Committee the issue may be submitted to the Grievance Procedure under Article 11. In the event of arbitration of the dispute, the arbitrator shall be controlled by the criteria set forth above. In no event shall an employee be denied sick leave bank benefits in an amount equal to that contributed by the employee, provided the sick leave bank has enough hours, and it will be not be necessary for an employee to have exhausted accumulated annual leave prior to request and receipt of the employee's contribution to the bank.

Employee's Signature

Date

***** PLEASE SEND COMPLETED FORM TO THE PAYROLL DEPARTMENT *****

PAYROLL USE ONLY:

Sick Leave Hours Balance: _____ As of: _____ Total Hours Donated this Form: _____

Total Hours Donated this Year: _____ YTD Hours Donated: _____ YTD Hours Returned: _____

Entered By: _____ Date: _____