

**PRESIDENT'S OFFICE  
NON-UNIT PROFESSIONAL AND CLASSIFIED STAFF**

**SICK LEAVE BANK**

Statement of Purpose

The Sick Leave Bank is intended to be used for short-term disabilities when the employee has a reasonable expectation of returning to work. It is not meant as a substitute for long-term disability income protection.

Effective March 1, 1987, a Sick Leave Bank will be maintained on each campus for the benefit of all non-unit professional and classified staff employees of the University. The Bank shall be overseen by a Sick Leave Bank Committee of up to five (5) members to be named by the Chancellor (or designee). The Committee shall have at least one classified employee and one professional employee, nominated by the appropriate governance body, if any. A staff member from the Division of Human Resources may be an ex officio member of the Committee.

Eligibility

1. As of July 1, 1997, all non-unit professional and classified staff employees are members of the Non-Unit Professional and Classified Staff sick Leave Bank (SLB) on their campus. Membership is effective on the date an employee's status is designated as non-unit.
2. On the first day of each fiscal year, the University will deposit one (1) day of sick leave per FTE into the bank.
3. Before drawing days from the Sick Leave Bank, a member must use up all accrued sick time, personal time, vacation time, holiday time and compensation time. Once a member has used up accrued time in accordance with this section, he/she shall be eligible to draw upon days from the Sick Leave Bank, if there is a reasonable expectation, based on medical documentation that the employee will return to work. For timely processing of benefits, an application should be submitted at least 2 weeks prior to the exhaustion of all accrued time.
4. A member must request in writing his/her intention to draw benefits from the Sick Leave Bank. The letter of request and appropriate documentations should be sent to the Human Resources Dept., 333 South Street, 4<sup>th</sup> Floor, Shrewsbury, MA 01545.
5. An employee who has drawn, or is drawing from the Sick Leave Bank during a given month shall continue to accrue any vacation, sick, or personal time.
6. Days from the Sick Leave Bank may only be used for the illness or disability of the employee. The Sick Leave Bank may not be used for family sick leave.
7. An employee who is receiving income from Worker's Compensation or an employer-sponsored Long-Term Disability Insurance Plan may not draw upon the Sick Leave Bank to supplement that compensation.
8. Benefits for part-time employees shall be pro-rated.