

TOWN OF TISBURY
PERSONNEL BOARD/PERSONNEL DIRECTOR

SICK LEAVE BANK POLICY

Policy Description

The Sick Bank is available to those employees who are eligible to accrue sick leave in accordance with the Sick Leave Policy.

After successfully completing the probation period, a new employee is eligible to join the sick bank; to join you must donate 2 days / 16 hours. No employee is obligated to join the Sick Bank, it is voluntary. All salaried and hourly full time town employees who earn sick time are eligible to donate.

If the Sick Leave Bank is exhausted, it shall be renewed by the contribution of one additional day sick leave by each member covered by this agreement. Such additional days will be deducted from the employee's annual sick leave. The Personnel Director shall determine when it becomes necessary to replenish the bank if necessary.

The Personnel Director shall designate July 1st as the enrollment period during which time all eligible employees who have not joined may do so. You must submit in writing your desire to be included in the sick leave bank.

Sick Leave Bank's intended use is for employees who are sick or injured. This policy is not intended for family members. Employees who receive donated time will not accrue sick or vacation time or be paid for holidays while being paid wages based on sick bank donations. Members may not draw from the sick bank until they have exhausted all existing accrued sick and vacation leave. Additionally, employees collecting workers compensation or disability are not eligible to draw from the Sick Bank. Employees who have not joined the sick bank may not draw from the sick bank.

This bank of time shall be tracked and maintained by the Municipal Finance Department /Director of Finance. Contributed time will be taken from the employee's accumulated sick leave.

An employee who retires, terminates or otherwise leaves the employment of the Town of Tisbury and who has accrued sick days at the time of the said severance from employment, may donate such accrued sick leave days to the Sick Leave Bank up to a maximum of ten (10) days plus one (1) sick leave day for each year of the employee's service with the Town. Sick leave hours may not be donated to an individual, only to the Sick Bank.

The Sick Leave Bank shall be administered by the Town Administrator/Personnel Director in consultation with and approval of the Town Accountant and Personnel Board Chair or designee. The Personnel Board shall be empowered to establish rules and regulations consistent with the intent of the policy, governing administration of the Sick Leave Bank

Any employee wishing to request leave time from the Bank must present the request in written form and submit it with acceptable documentation regarding the requirements for their absence; medical records that address and support your absence are the best documentations to provide for a favorable consideration of your request. Also required is the day on which the absence will commence and a probable return date. You must submit the Towns' Sick Bank request Form and The Sick Bank release Form.

Serious illness shall be defined as one which, diagnosed by a physician, will result in an employee's medical absence from work. A physician's statement and other documentation will be required as proof of absence.

If insufficient information is provided at time of request, the Personnel Director or any committee member may exercise the option to request additional documentation or information to supplement. The Committee will review the request, the employees' attendance history and any other information deemed relevant. After all relevant documents have been reviewed the employee will be notified in writing of the decision. If granted, the leave time will be deposited into the employee's leave bank via the Finance/Treasurer's Department. The employee's department will also be notified. If the committee votes to deny the request, the employee may appeal the decision. An appeal is made in writing to the Personnel Director. The appeal will go before the Personnel Board and all members must be present to hear the appeal, reconsider and decide by majority vote. Only one appeal per request for Sick Leave Bank benefits may be made by an employee. The decision of the Board upon the appeal is final and binding.

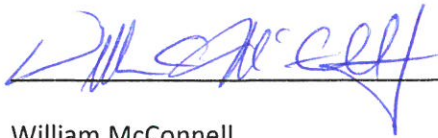
An employee may be granted up to a maximum of thirty (30) sick leave days/240 hours per Fiscal year from the Sick Leave Bank. If an employee is granted less than thirty (30) days and requires an extension of leave benefits, he or she may request an extension of benefits from the Sick Leave Bank via the same process used to make the initial request. Members must exhaust all accrued sick and vacation leave before drawing from the Bank.

The granting of Sick Time from the bank is with the understanding that the employee will return the "borrowed" time to the bank from subsequent sick leave accruals. A schedule that is mutually agreed upon between the Personnel Director and the recipient will be established for the paying back of "borrowed" time.

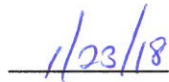
The available sick bank balance shall be considered as having collective value to all employees and shall be treated so by the Sick Bank Committee. The employee's leave records will be examined as part of the decision making process. A record of excess leave use over the course of the employee's employment will be taken into consideration. This will not reflect favorably on the decision and may result in ineligibility of sick leave bank benefits. If there are extenuating circumstances surrounding the employee's attendance history, the employee should present them with the petition for time.

The existence of this policy does not represent a short-term or long-term disability benefit for the employee. Enrollment in the bank does not guarantee any grant of sick leave time, and sick leave time will be granted according to the provisions herein.

Replace existing policy 11.12 in the Personnel manual with Sick Leave Bank policy adopted by the Personnel Board on January 18, 2018. To take effect on February 1, 2018.



William McConnell



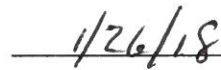
Date

Jack Rollins

Date



Barbara Fortes



Date