

## MCCC SELECT EMPLOYEE SICK LEAVE BANK

1. The sick leave bank consists of an initial 450 days which will be added to at a rate of  $\frac{1}{4}$  day per month (3 days per fiscal year) for each employee.
2. Total sick leave bank accumulations shall not exceed 1,200 days.
3. The Personnel Office shall maintain a record of additions to and withdrawals from the sick leave bank.
4. Employees are eligible to draw from the bank only after they have completed one (1) year of service.
5. Employees may present a claim for the sick leave bank only after all their personal sick leave and any other form of paid leave are exhausted.
6. Claims may not be made against the bank for illness or injury resulting from a job-connected condition which is being treated under a Worker's Compensation Claim.
7. No employee may claim more than eighty (80) days from the bank during a single fiscal year. An employee may not claim days from the bank during the time when any other disability program is in force.
8. Once an employee has, through one illness or combination of illnesses, used a total of eighty (80) days, he or she is not eligible for further withdraws from the bank for the period of one fiscal year of full-time service.
9. The minimum claim that may be made on the bank is four (4) consecutive days. No partial days may be withdrawn from the bank.
10. Upon presenting a claim to the sick leave bank, the employee or designated representative must present a medical certificate signed by a licensed physician indicating the nature of the illness or injury and an indication of when the employee will be able to return to normal duties. The College reserves the right to employ its own licensed physician to render an independent judgment. Claims validated as above will be honored for the total number of days which represent eighty (80) percent of the days of absence.
11. Child bearing is considered to be an illness for sick bank purposes.

Revised:

September 13, 1979