



## Frozen Sick Leave Bank Policy

### PURPOSE

The purpose of the Sick Leave Bank is to provide a means of obtaining additional sick leave days to avoid loss of compensation due to a catastrophic illness or injury of the employee sick leave bank member that requires intermittent or continuous absence from work. A Sick Leave Bank provides sick leave to qualifying member employees who are unable to work as a result of a personal illness, injury, disability, or medical condition.

### POLICY & PROCEDURE

Employees who have a frozen sick bank may use such bank in the following instances:

- a. For absences due to illness (including illness in the immediate family - spouse, children, parents, or guardian - if the employee is the only person available to render such care) after their eight personal days have been exhausted.
- b. For any regularly scheduled hours during the first seven calendar days when an employee qualifies for the short term disability benefit.
- c. When an employee qualifies for the short term disability benefit, but chooses to use their frozen sick bank first in order to receive full pay.

Upon retirement (eligible to begin drawing a benefit payment from MERS or Social Security) or death of the employee, the County shall pay to the employee (or the employee's estate) fifty percent (50%) of the employee's frozen sick bank up to a maximum of one hundred and twenty (120) days or sixty (60) full days, such payment to be made at the employee's regular rate of pay at the time of retirement or death.

Employees who are elected to public office at the County level without a gap in service and who remain covered under MERS and on the County's payroll, and who have a sick bank, shall be paid for their sick bank, at their "employee" rate of pay, as stated above if they meet the eligibility requirements for retirement, or shall have their sick bank remain on record at the time they take office. When the elected official reaches retirement eligibility, they may request in writing to be paid for their frozen sick bank as stated above, such payment to be made at their rate of pay at the time of request. Should any bank remain at the time the elected official leaves office but is not reinstated as an employee of the County, and the elected official is eligible for retirement, the elected official shall be paid for their sick bank as stated above.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. This policy is in no way affiliated with Michigan Mandatory Paid Sick Leave (Public Act 369). Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.