

#### 4. Sick Leave Banking Procedure

- a. After an employee has accumulated 720 hours of sick leave, the amount of additional unused sick leave which he is entitled to carry forward from one year to the next is limited to one half of the unused sick leave accrued during that year. Banking of sick leave takes place in December of each year.
- b. Banking is a two step process: **Step 1:** Take total sick leave earned for the year (120 hours for a full time employee) subtract the sick leave used = “NET” sick leave. Take the “net” sick leave  $\div 2 =$  total sick leave to be banked. **Step 2:** Total the year-end sick leave subtract the banked sick leave = carry over-balance.

**EXAMPLE:** Bill Smith is employed full-time and has 830 hours sick leave at the end of 1995. He earned 120 hours of sick leave and used 60 hours of sick leave.

**STEP 1:** 120 hours (sick leave earned) - 60 hours (sick leave used) = 60 hours (net sick leave). 60 hours (net sick leave)  $\div 2 =$  30 hours (sick leave to be banked).

**STEP 2:** 830 (year-end balance) - 30 hours (sick leave to be banked) = 800 hours (to be carried over to new calendar year current sick leave balance).

- c. If a Classified employee donates sick leave to the Catastrophic leave bank or a specific employee, this is to be donated from the employee’s current sick leave balance **not** the employee’s sick leave bank.
- d. If a Classified employee donates sick leave to the Catastrophic leave bank or a specific employee, this leave is counted as sick leave used when using the sick leave bank procedure.
- e. If a Classified employee meets the criteria for the classified sick leave banking procedure and they have used more sick leave than they have earned during the calendar year, there would be no sick leave placed in the bank, **Example:** John Doe has 800 sick hours at the end of 1995. He earned 120 hours of sick leave and used 140 hours of sick leave; thus, the used sick leave would cancel out the earned sick leave. In a case such as this, you would still make an entry on the employee’s Classified Sick Leave Bank Accounting form.

**CLASSIFIED SICK LEAVE BANK ACCOUNTING**

**EMPLOYEE NAME:** \_\_\_\_\_

<u>YEAR</u>	<u>SICK LEAVE EARNED DURING YEAR</u>	<u>TOTAL SICK LEAVED USED DURING YEAR</u>	<u>NET SICK LEAVE</u>	<u>*NET SICK LEAVE/2</u>

\* Amount to be added to Sick Leave Bank.

\*\* This form is to be completed for all employee's with a sick leave bank and filed in their leave records.