



POLICIES

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COPP Section: Personnel
Department/Office: Human Resources

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Employee Emergency Leave Bank (EELB)

- A. Accrued annual leave and/or sick leave may be donated to the Employee Emergency Leave Bank.
- B. Emergency (Catastrophic) leave with pay may be granted to an employee when such employee is unable to perform his or her duties due to a catastrophic illness.
- C. Eligibility Qualifications:
 - 1. The employee has been employed by the College for more than two (2) consecutive years prior to the date of application.
 - 2. The employee, at the onset of the illness or injury, had to his or her credit at least eighty (80) hours of combined sick and annual leave, unless an exceptional circumstance waiver is granted by the President, and has exhausted all annual, sick, holiday, and compensatory leave.
 - 3. An acceptable medical certificate from a physician supporting the continued absence is on file.
 - 4. The employee has not been disciplined for any leave abuse during the past two (2) years prior to the date of application.
- D. Any employee on Emergency Leave will continue to accrue leave in accordance with existing state leave policies and will receive normal benefits such as the College's contributions to insurance and retirement. Emergency Leave will not change an employee's salary eligibility date. Any leave earned while an employee is on Emergency Leave must, as a condition of voluntary participation in the program, be assigned to the Emergency Leave Bank, and any restrictions concerning the maintenance of minimum leave balance shall not apply to such assignments.
- E. If the illness or injury is that of an employee and is covered by workers' compensation, the compensation based on emergency leave when combined with the weekly workers' compensation benefit received by the employee shall not exceed the compensation being received by the employee at the onset of the illness or injury.
- F. Any unused Emergency Leave will be returned to the program in the event the employee is terminated, retires, or returns to work prior to the expiration of the previously approved Emergency Leave period. An employee may be dismissed if such employee fails to report to work promptly at the expiration of the period of approved Emergency Leave. The College may accept satisfactory reasons provided by the employee in advance of the date the employee is



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scheduled to return to work, and from granting leave without pay status to an employee prior to and after the expiration of the Emergency Leave if such action is warranted.

- G. No employee shall be allowed to donate leave to the EELB if such donation will reduce that employee's combined accrued sick leave and annual leave balance to less than eighty (80) hours. This does not apply to employees who are terminating their employment. Annual and/or sick leave which has been donated to the EELB may not be restored to the employee who donated the leave time.
- H. Employee Emergency Leave shall be granted in increments of no more than 30 working days (240 hours). As necessary, additional requests may be made and reviewed. No employee shall be eligible for approved Employee Emergency leave in excess of the current FMLA status of twelve (12) workweeks for eligible employees or twenty-six (26) workweeks for FMLA covered military service members or military caregivers.
- I. Alleged or suspected abuse of the Employee Emergency Leave Bank Program shall be investigated, and on a finding of wrongdoing, an employee shall repay all of the leave hours awarded from the Employee Emergency leave Bank and shall be subject to such other disciplinary action as is determined by the President.
- J. The Employee Emergency Leave Bank Program creates no expectation or promise of continued employment with the College, and is intended simply to assist eligible employees during medical emergencies.
- K. An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any such employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the President. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.