***LCC Human Resources Logo with stars.***

# Employee Sick Leave Bank Request – AFT

**AFT Contract Provision:**

Article X – Section H. Sick Leave Bank

1. Bargaining unit members may donate up to 40 hours annually of their own sick leave to the Union Sick Leave Fund for purposes of providing sick leave to full-time members who have exhausted their own sick leave or to part- time members.
   1. The Union shall carry forward any unused hours from year to year up to a maximum cap not to exceed 24 hours times the number of full-time bargaining unit members at the end of the fiscal year.
   2. Full-time members who apply for usage of these funds must exhaust their own personal bank of allowable sick time hours before being considered for additional sick leave hours. Part-time members who apply for usage of these funds must exhaust their own paid vacation before being considered for paid sick leave hours. Usage of the bank may be authorized to enable members to provide care to a member of the member’s immediate family incapacitated by a catastrophic illness or injury, subject to the limit in subsection G.7.b., provided the member has exhausted all available paid vacation.
2. The Union shall govern the Sick Leave Fund and its disbursement to members who are on approved leave of absence.
3. The Employer will notify the Union of the number of sick leave days donated to, used from, and accumulated in the bank on an annual basis

**Request for Sick Leave:**

**Employee Name:** Click or tap here to enter text.

**Employee Banner ID or Username:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

I would like to request the following number of hours from the sick leave bank: type number of hours here\*

* A physician’s statement is required for absence longer than 4 continuous days.
* Members who apply for usage of these funds must exhaust their own personal bank of sick time hours before being considered for additional sick leave hours.

The purpose of this request is: type purpose of request here

I would like to use these hours for the following dates: type dates here

**Employee Signature:** type employee signature here. **Date:** Click or tap to enter a date.

**For HR Use Only:**

**HR Approval Printed Name:** type employee signature here

**HR Approval Signature:** type signature here **Date:** Click or tap to enter a date.