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

# Non-Bargaining Employee Sick Leave Bank Program

**Effective Date: June 30, 2015**

**Overview**

Lansing Community College recognizes that employees may have a family health related emergency that causes a severe impact to them resulting in a need for additional time off in excess of their available sick leave time. To address this need, all non-bargaining unit employees will be allowed to donate leave time from their unused balance to a sick leave bank in accordance with the program outlined below. Participation in this program is strictly voluntary.

# Eligibility

Employees who donate leave time must be employed in a non-bargaining position with LCC for a minimum of one year.

# Guidelines

1. Employees who would like to make a request to receive donated leave time from their workers must have a situation that meets the following criterion:

**Family Health Related Emergency –** Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or require the employee to be absent from work. Immediate family member is defined as spouse, child, parent, sibling or other similar relationship.

1. Employees who receive donated time must have exhausted all available paid leave time, including vacation, personal leave and sick leave.
2. Employees who donate leave time from their unused balance must adhere to the following requirements:
   * Donation maximum – 50% of the employee’s current balance, up to 40 hours per fiscal year.
   * Employee cannot donate leave time while on leave of absence.
3. Employees who receive donated leave time will receive no more than 12 weeks from the bank within a fiscal year (480 hours for full-time employees, and up to 360 hours for part-time employees)
4. Donated leave time may only be used for time off related to the approved request. Leave time donated that is in excess of the time off needed will be returned to the leave bank.

**Procedure**

1. Employees who wish to donate leave time must complete a Non-Bargaining Employee Leave Bank Donation Form.
2. All forms must be forwarded to the Human Resources Department who will maintain a record of donations and utilization of leave hours.
3. Employees who would like to make a request to receive donated leave time are required to complete a Non-Bargaining Employee Leave Bank Request Form (see below).
4. Completed Leave Bank Request Forms must be submitted to the Human Resources Department.
5. Human Resources will review the request and will make a determination as to the availability of leave hours and the appropriateness of the request.
6. Human Resources will notify the requesting employee as to the disposition of the request and will transfer hours to the employee leave bank as appropriate.