

Roger Williams University and Roger Williams School of Law

Non--Aligned Sick Leave Bank

- Purpose:** Roger Williams University and Roger Williams University School of Law (collectively referred to as the “University”) established this Non--Aligned Sick Leave Bank (the “Policy”) to provide a sick leave bank in which non--aligned employees can utilize sick time for their own serious medical condition or illness.
- Scope:** This policy applies to the University Non--Aligned Staff and School of Law Faculty and Staff.
- Policy:** University Non--aligned staff and School of Law Faculty and staff can voluntarily donate at least one accrued sick day with a maximum of two accrued sick days, on an annual basis, from their sick leave to a Sick Leave Bank. If an employee donates to the Sick Leave Bank within the applicable fiscal year, he/she is eligible to withdraw from the Sick Leave Bank for that fiscal year. The Sick Leave Bank is available for an employee’s own serious medical condition or illness. The Sick Leave Bank may only carry over 50 days of unused sick leave into the next fiscal year.

A. Considerations

If an employee would like to participate in the Sick Leave Bank, they must donate to the Sick Leave Bank.

The employee must have accrued sick leave in order to donate. Before requesting a withdrawal from the Sick Leave Bank, an employee must utilize their own sick and vacation leave accrued time. An employee may withdraw a maximum of sixty (60) days from the Sick Leave Bank during the fiscal year. Employees who draw from the Sick Leave Bank cannot accrue sick or vacation leave until they return to work from their approved leave. Employees who receive paid sick time from the Sick Leave Bank will have the paid sick time reduced by benefit payments received from Rhode Island Temporary Disability Insurance and the disability plan provided by Roger Williams University.

B. Procedure

Step 1: In May of each year, the Department of Human Resources will forward a memorandum to all non--aligned employees notifying them of an enrollment for the upcoming Sick Leave Bank. Employees will have thirty (30) days beginning June 1st through June 30th to submit a donation of sick leave to the bank. To donate to the bank, employees must complete a Sick Leave Bank Election form. As of June 30th each year, Human Resources will create the bank for the upcoming fiscal year based on the submissions of donations to the bank plus any unused sick leave bank days from the prior year. Individual sick leave accrual levels will be adjusted for all employees contributing to the bank within the second pay period of July.

Step 2: Employees seeking to utilize the Sick Leave Bank must contact the Department of Human Resources for the following items: 1) Confirm availability of employee sick leave and vacation leave accrual; and 2) Confirm the availability of sick leave in the non--aligned bank.

Step 3: Employees seeking to utilize the Sick Leave Bank will complete the Non-- Aligned Sick Leave Bank Request Form (see link below), and should attach a copy of a primary care physician's note identifying the time period that the employee will be out of work. The employee will forward a copy of the form and primary care physician's note to the Department of Human Resources. The form is located on the HR Website:
http://rwu.edu/sites/default/files/downloads/hr/non_fmla_sick_leave_request_for_m.pdf

Step 4: Human Resources will review the Non--Aligned Sick Leave Bank Request Form and confirm acceptance and the conditions of the program upon fifteen (15) days of receipt for such information.

C. Definitions:

- a. Fiscal Year: July 1 to June 30th
- b. Rhode Island Temporary Disability Insurance (TDI): a disability plan provided by the state of Rhode Island and funded through a payroll tax. More information about TDI is available at: <http://www.dlt.ri.gov/tdi/tdifaqs.htm>
- c. Sun Life Short Term Disability: a disability plan provided by the University and School of Law. More information about this plan is available at under the Life Insurance topic at: <http://www.rwu.edu/about/university--offices/human--resources/benefits>