

RESOLUTION NO. 11.2022
A RESOLUTION ESTABLISHING A
VOLUNTARY SICK LEAVE BANK
POLICY FOR CITY EMPLOYEES

WHEREAS, the City of Wabash provides its employees with a generous amount of paid time off; and

WHEREAS, all employees are expected to manage their time off wisely, so it is available when needed; and

WHEREAS, there may be occasions when an employee does not have enough accrued time off to cover an unexpected and/or extended medical absence; and

WHEREAS, other employees within the city may desire to supplement a co-worker's paid time off with donations from their own accumulated sick leave;

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Works and Safety of the City of Wabash, Indiana, the body to establish personnel policies that a Sick Leave Bank is hereby established to be operated pursuant to the following policy and procedures.

Section 1. Sick Leave Bank. The City does hereby establish a Sick Leave Bank.

Section 2. Donations.

- (a) All donations must come from the accrued sick leave of a current employee in good standing.
- (b) Personal Time Off (PTO), including personal time and vacation days, cannot be donated.
- (c) No employee may donate any sick time within 30 days of that employee's scheduled retirement or resignation date, or at any time when the employee is suspended from work.
- (d) Each employee donating sick time must sign a Sick Leave Bank Voluntary Donation Agreement, which will be available from the Human Resource Officer in the Clerk-Treasurer's office.
- (e) All Donation Agreements must be submitted to the Clerk-Treasurer's office (a) within 14 days (a) after the adoption of this ordinance, (b) the start of the recipient's medical leave, or (c) before the end of the calendar year.
- (f) No donation of sick time may be made for a period of less than one day.

- (g) The maximum donation that may be made by any one individual to any one co-worker or the sick leave bank in a single calendar year is five (5) days.

Section 3. Recipients.

- (a) The receiving employee or immediate family in the same household must be experiencing a disabling personal injury or a catastrophic illness.
- (b) The recipient cannot accept more than eight (8) weeks of time, based on a thirty-five (35) hour week in any one calendar year.
- (c) Potential recipient must use all of their paid time off (PTO, sick leave, comp time, etc.) before they are eligible to accept donated time.
- (d) The recipient may not use more donated time than is necessary to receive a paycheck for thirty-five (35) hours per week.
- (e) Donated hours will be transferred based on the order in which the Donations Agreements were received in Human Resource office—earliest first. If more than eight (8) weeks are donated, the excess will be returned to the Sick Leave Bank.
- (f) If the recipient does not ultimately need all the donated time, it will be returned to the Sick Leave Bank upon the recipient's unrestricted return to work.
- (g) An employee using donated time will be eligible to accrue PTO. In all other respects, donated time will be the same as any other paid time off.

Section 4. Initiating Sick Leave Donations and Usage.

- (a) The City will not "advertise" any employee's eligibility for donated time.
- (b) It is the responsibility of the potential donor, rather than the recipient, to initiate the donation process.

PASSED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF
WABASH, INDIANA THIS ____ DAY OF OCTOBER 2022.

Scott A. Long, Mayor

Todd Titus, Member

James Reynolds, Member