

EMPLOYEE RELATIONS MEMORANDUM 2017-13

To: Community College Presidents

Re: Emergency Sick Leave Banks for the Congress, AFT, and AFSCME Bargaining Units

Date: November 9, 2017

This memorandum provides Emergency Sick Leave Bank (ESLB) Guidelines for the Congress, AFT, and AFSCME Bargaining Units. The May 4, 2016 Tentative Agreement between the BOR and the Congress, AFT, and AFSCME Bargaining Units establishes ESLBs for the Congress and AFSCME Bargaining Units in accordance with the AFT ESLB framework and supersedes the emergency sick leave donation program.

The attached guidelines include the eligibility criteria and ESLB Committee structure. Further guidance will be provided to your HR/Payroll Department regarding the sick leave days' deduction schedule, specific CORE-CT coding requirements, and notification information for bargaining unit members.

By: Michael J. Lopez

Michael J. Lopez

Director of HR Administration

Attachment

Copy: Deans of Administration

Directors of Human Resources

## EMERGENCY SICK LEAVE BANK GUIDELINES for the CONGRESS, AFSCME, and AFT Bargaining Units

An Emergency Sick Leave Bank (ESLB) has been established to provide full-time permanent employees in the Congress, AFSCME and AFT bargaining units with salary benefits during a catastrophic or extended, long-term illness. These Banks are specifically provided for in Article 18.12 of the AFT Collective Bargaining Agreement and the Tentative Agreement dated 5/4/2016.

On March 31<sup>st</sup> of each year of the agreement, all full-time bargaining unit members who have not contributed to the ESLB shall have three (3) of their accrued sick days assigned to the ESLB.

Bargaining unit members with a sick leave balance of 105 hours or more on March 31<sup>st</sup> will have these three (3) days deducted effective immediately. Employees with less than a 105 hours sick leave balance on March 31<sup>st</sup>, will have one (1) day each deducted quarterly with all three (3) days deducted no later than the end of the calendar year.

New hires will have one (1) day deducted in each of the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> month accruals.

Unused days in the bank shall be carried over from year to year and shall not lapse.

Upon retirement, all bargaining unit members' sick days accrued in excess of 240 shall be assigned to the ESLB.

An employee may be eligible to use sick leave benefits from the Bank when:

1. The employee has contributed three (3) days to the bank;
2. The employee has exhausted all sick, personal or vacation leave, and any other compensatory time due;
3. The illness or injury is not covered by workers' compensation and/or such benefit has been exhausted;
4. An acceptable medical certificate supporting the absence is on file;
5. The bank is not depleted.

An accounting of the ESLB will be provided by the System Office annually to each of the bargaining units on July 1.

The actions or non-actions of this committee shall in no way be subject to the grievance/arbitration process.

Sick leave days shall be allocated by a separate ESLB committee for the Congress, AFT, and AFSCME bargaining units, each comprised of four (4) members; two (2) designated by each bargaining unit and two (2) by the Employer. Committees shall have full authority to grant benefits and administer the program in accordance with guidelines outlined above. Time off without loss of pay or benefits may be granted, as necessary, to members of these committees to attend meetings to administer this program.