



COMMUNITY COLLEGE  
OF RHODE ISLAND

Department of Institutional Equity and Human Resources

**TO:** Classified Staff (ESPA Members)  
**FROM:** Sybil F. Bailey, Director of Human Resources  
Michael A. McNally, President, ESPA-CCRI/NEARI  
**DATE:** December 9, 2020  
**SUBJECT:** 2021 ESPA Sick Leave Bank

The Collective Bargaining Unit Agreement for the Educational Support Professional Association-Community College of Rhode Island/National Education Association of Rhode Island (ESPA-CCRI/NEARI) contains a provision for a Sick Leave Bank. During the month of January, for each year of the contract, a Classified staff member can voluntarily contribute one day (7 hours for a 35 hour per week employee; 8 hours for a 40 hour per week employee) of his/her sick leave balance toward the Bank. If, during the year, that employee suffers a “catastrophic” illness or injury, he/she may request to be allowed access to the Bank. A Committee, composed of 3 members appointed by the President of the Union and 3 members appointed by the State, determines by majority vote whether or not the request will be approved. An employee who has received approval to access the Bank’s sick leave is limited to a maximum of 420 hours for 35 hour per week employees or 480 hours for 40 hour per week employees.

Eligibility for approval is based on the following conditions:

- The employee must first have exhausted all other leave accruals.
- There must not be evidence of prior sick leave abuse by the employee.
- The employee must provide “adequate evidence” that the illness is a NON-job-related “catastrophic” illness or injury.
- The illness or injury must be that of the employee, not that of any family member.
- ONLY employees who have contributed to the Sick Leave Bank are eligible to apply for access to the bank.

If, during each year, the balance in the Bank falls below 350 hours, the Committee may solicit additional contributions from those employees who contributed during January of that year. **Unused donated time will not be lost at the end of each year.**

One day of sick leave will automatically be contributed to the Sick Leave Bank on an annual basis, unless the ESPA member opts out by completing the form below. If you **DO NOT** want to contribute a day of sick leave to the Sick Leave Bank for the year 2021, please complete this form electronically and return it to the Department of Institutional Equity and Human Resources via email to [humanresources@ccri.edu](mailto:humanresources@ccri.edu) by December 31, 2020. **No opt out contribution forms will be accepted after 4:00 p.m. on that date.**

cc: Mr. Rawlinson  
Mr. Bardsley

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I would **NOT** like to contribute one (1) day from my sick leave accrual to the ESPA-CCRI/NEARI Sick Leave Bank.

NAME: \_\_\_\_\_  
(Please print)

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Knight Campus**