



COMMUNITY COLLEGE
OF RHODE ISLAND

Department of Institutional Equity and Human Resources

TO: Faculty
FROM: Tara Swift, President, CCRI Faculty Association
Sybil F. Bailey, Director of Human Resources
DATE: December 9, 2020
SUBJECT: 2021 Sick Leave Bank

The Faculty Association bargaining unit agreement contains a provision for a Sick Leave Bank (**Article IV.D.3**). Each year of the contract, a Faculty member can voluntarily contribute one day (8 hours for an academic year employee; 7 hours for a calendar year 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 2 members appointed by the Faculty Association and 2 members appointed by the Administration will determine whether or not the request will be approved.

To be eligible to receive sick days from the Sick Leave Bank:

- The employee must first have exhausted all other leave accruals (sick, vacation, and personal) AND
- Must have borrowed two (2) weeks of sick leave in accordance with Article IV.D.2 of the Collective Bargaining Agreement AND
- The employee must provide medical documentation of a catastrophic illness or injury that is not work-related

A faculty member meeting these criteria may request a specific number of days from the Sick Leave Bank Committee, based upon financial hardship and health prognosis. The Sick Leave Bank Committee shall decide the exact number of days a faculty member may receive from the sick leave bank up to a maximum of sixty (60) days. Decisions of the Sick Leave Bank Committee shall be final and not subject to the grievance and arbitration provisions of the contract.

Faculty requesting days from the Sick Leave Bank must complete the Sick Bank Access Request form that is available from the Department of Institutional Equity and Human Resources website under Online Forms. Please remember that a contribution to the Bank does not ensure approval to access the Bank.

One day of sick leave will automatically be contributed to the Sick Leave Bank on an annual basis, unless the faculty 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 electronically complete the form below and return it via email to humanresources@ccri.edu by **December 31, 2020**. **No opt out contribution forms will be accepted after 4:00 p.m. on that date.**

cc: Vice President Costigan
Mr. Rawlinson
Mr. Bardsley

I would **NOT** like to contribute one (1) day from my sick leave accrual to the CCRI Faculty Association Sick Leave Bank.

NAME: _____
(Please print)

DATE: _____

SIGNATURE: _____

Knight Campus