



City of Northampton, Massachusetts
Human Resources Department

POLICY & PROCEDURE
NUMBER 600-2

Effective Date: 9/5/91
Revision Date: 5/13/98

CONTRIBUTING SICK LEAVE FOR SERIOUSLY ILL EMPLOYEES

I. POLICY

It is the policy of the City and School Department to extend sick leave benefits to an employee who, because of a life threatening illness, has exhausted his/her sick and vacation leave.

II. PURPOSE

The purpose of this policy is to extend the sick leave benefits of employees who intend to return to work. This policy is not a means of prolonging pay status pending an anticipated retirement or separation from the City.

III. APPLICABILITY

City and School Department employees who earn sick leave credits and who have been employed one year or more are eligible to contribute under this regulation. Excluded from receiving benefits under this regulation are School Department personnel for whom other provisions have been made, elected officials, and employees on worker's compensation or injured on duty.

IV. GENERAL

The amount of sick leave available will depend on the donation of sick leave by fellow employees. **The total amount of donated leave an employee may receive under this regulation is 2,080 hours if on a 40-hour work week and 1,820 hours if on a 35-hour work week.** Longer or shorter work weeks will be pro rated.

V. REVIEW COMMITTEE

A. A Committee whose members shall be appointed by the Human Resources Director shall review requests, recommendations, and approve allotments. The Human Resources Director, or his/her designee, shall serve as ex-officio member and will be responsible for maintaining records for the Committee.

1. Committee membership shall include representatives of management and non-management employees and totaling a number that the Human Resources Director determines will provide a reasonable and fair cross representation of the various departments. Members shall serve two or three year staggered terms as determined by the Human Resources Director.

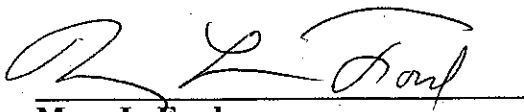
B. The Committee shall elect its own Chairperson and may, by majority vote, recommend to the Human Resources Director the replacement of a member who is unable to attend meetings regularly.

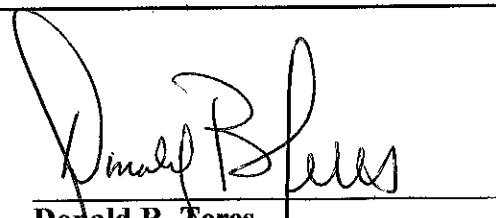
C. Approval of contributory sick leave must be by a simple majority vote of committee members who are available to review an employee's application.

VI. PROCEDURE

- A. An employee who has exhausted both his/her sick and vacation leaves as a result of a *life threatening serious illness* may submit a request, together with a physician's certificate detailing the nature of the life threatening serious illness, for additional sick leave coverage to the department head or in the case of the School Department, to the Associate Superintendent.
- B. The department head or Associate Superintendent, as the case may be, will submit his/her recommendation for approval/disapproval and the employee's formal request to the Review Committee.
1. The Review Committee will approve or disapprove the request after considering the information presented which will include the department head/Associate Superintendent recommendation, the employee's length of service, performance, attendance, and amount of contribution requested, and the physician's statement. The decision of the Committee shall be final.
 2. If approved, an appeal for donations will be made in the employee's own department first and then outside the employee's department should more donations be required. Benefits will be retroactive to the date of the employee's request.
- C. An employee may voluntarily contribute any amount of **accumulated sick leave hours** by signing a statement indicating the amount of leave being contributed and forwarding it to the Human Resources Department. *(Note: The Committee may subsequently appeal for additional contributions of sick leave should the initial amount of donated sick leave not be sufficient. Before a second or subsequent appeals for donations are initiated, the employee will be required to submit to the Committee a treating physician's note that generally indicates that the employee's health is improving and that the employee is expected to return to work at some point in the future. If an employee is unable to return to work due to a debilitating or terminal illness, the employee will be able to utilize the donated sick leave received to date but additional appeals for donations will not be authorized. In addition, should a third sick leave contribution appeal not be sufficient, a follow-up appeal for vacation leave donations may be initiated.)*
- D. An employee may not donate leave beyond his/her employment separation date.
- E. While on "extended sick leave" and using the contributed leave, the sick and vacation leave credits the employee accrues shall be charged against his/her absence.
- F. Sick Leave and Vacation Leave contributed for a seriously ill employee and not used will be returned, as appropriate, to the donor(s) on a pro rata basis.

Approved:


Mary L. Ford
Mayor


Donald R. Teres
Human Resources Director

Revision History: 5/13/98

DISTRIBUTION: Dept. Heads, Bulletin Boards, School Dept.

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