

# Salary Continuation Program Frequently Asked Questions

## General Salary Continuation Program

**1. *What's the difference between the Catastrophic Sick Leave Bank and the Dedicated Sick Leave Program?***

The Catastrophic Sick Leave Bank is a pool of sick and/or annual leave donated by managers and other employees in titles not eligible for collective bargaining, in Mayoral agencies, for potential use as sick leave by eligible employees who are also donors to the bank.

The Dedicated Sick Leave Program enables managers and other employees in titles not eligible for collective bargaining, in Mayoral agencies, to voluntarily donate sick and/or annual leave for use as sick leave by an eligible employee who has been designated by the donor.

**2. *I work in a non-Mayoral agency. Can I participate in the Salary Continuation program?***

No. The Salary Continuation Program was established to enable managers and other employees in titles not eligible for collective bargaining, in Mayoral agencies, to donate sick leave and/or annual leave to seriously ill employees in need, as well as to receive sick leave when needed.

**3. *If I am eligible to participate in the Salary Continuation Program, how many days can I receive?***

Eligible recipients may receive up to 90 days of paid sick leave each year from the Catastrophic Sick Leave Bank and up to 180 days of paid sick leave from the Dedicated Sick Leave Program.

**4. *When can I submit my application to receive sick leave under the Salary Continuation Program?***

An "Application to Receive Sick Leave under the Salary Continuation Program" should be submitted when you have been absent for at least 20 continuous working days but anticipate being absent in excess of 30 continuous working days. This form should be used to apply for sick leave from either the Catastrophic Sick Leave Bank or the Dedicated Sick Leave Program.

**5. *Can an employee in a managerial title donate to an employee who is NOT in a managerial title?***

Yes, an employee in a managerial title can donate leave to an employee in a non-managerial title as long as the donor meets the eligibility requirements of either the catastrophic sick leave bank or the dedicated sick leave program.

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### Dedicated Sick Leave Program

**6. Do I need to enroll in the Dedicated Sick Leave Program if I want to donate leave?**

There is no enrollment period for the Dedicated Sick Leave Program because you are donating your time to a specific (designated) individual. Eligible donors can enroll at any time. Please contact your Agency Personnel Officer.

**7. Can I donate Dedicated Sick Leave to an employee at another agency?**

Yes. You may donate sick leave to an employee at another City agency as long as it is a Mayoral agency.

### Catastrophic Sick Leave Bank

**8. How do I participate in the Catastrophic Sick Leave Bank?**

You may obtain an application from your Agency Personnel Officer. Applications must be submitted during the open enrollment period each year, which is typically from mid-November to mid-December.

**9. I am a new enrollee in the Catastrophic Sick Leave Bank. When will my donation be implemented?**

If you donate leave to the Catastrophic Sick Leave Bank for the first time in the current calendar year, your donation will be implemented early in the new calendar year and provide program coverage for the entirety of the new calendar year.

**10. I donated to the Catastrophic Sick Leave Bank last year. Do I need to apply again?**

No. If you donated leave to the Catastrophic Sick Leave Bank during the previous enrollment period, your donation for coverage next year will be automatically deducted.

**11. How do I withdraw from the Catastrophic Sick Leave Bank?**

If you wish to withdraw from the bank or change the amount and/or type of donation made during the previous enrollment period, you must submit your written request for such change to your Agency Personnel Officer during the current year open enrollment period.

**12. How do I know whether or not my job title is eligible for participation in the Catastrophic Sick Leave Program?**

You must be a manager or in a title not eligible for collective bargaining in order to participate in the Catastrophic Sick Leave Program. For further information, please contact your Agency Personnel Officer.

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**13. I am eligible to participate in the Catastrophic Sick Leave Bank. Can I receive donations from the Catastrophic Sick Leave Bank if I haven't donated any sick and/or annual leave?**

No. Eligible recipients must donate at least one day of annual and/or sick leave each year in order to receive leave from the Catastrophic Sick Leave Bank.

**14. If I donate sick and/or annual leave to the Catastrophic Sick Leave Bank and it's not used, can I reclaim that leave for myself?**

Donated leave cannot be reclaimed by the donor. All leave donated to the bank is irrevocable.

**15. Can I receive more time than I've donated to the Catastrophic Sick Leave Bank?**

Yes. Eligible recipients must donate at least one day of annual and/or sick leave to the Catastrophic Sick Leave Bank in the program year in which sick leave is needed. Eligible recipients may receive up to 90 days of paid sick leave from the Catastrophic Sick Leave Bank in a calendar year.

**16. Does my length of City service determine the type of leave I can donate to the Catastrophic Sick Leave Bank?**

Yes. Length of service is one of the determining factors in the type of leave an employee is able to donate. If you have fewer than ten (10) years of continuous, full-time City service, you may only donate annual leave.

**17. I am a City employee with at least ten (10) years of continuous, full-time City service, but I have a sick leave balance of less than 24 days. Can I donate sick leave to the Catastrophic Sick Leave Bank?**

No. In order to donate sick leave, you must have a sick leave balance of at least 24 days. Managers' vested, or non-managerial sick leave balances are counted in determining the 24-day minimum.

**18. Do I need to apply for an advancement of sick leave, annual leave or a sick leave grant before I can receive paid sick leave from the Catastrophic Sick Leave Bank?**

Eligible recipients must first apply for an advancement of sick leave, annual leave or a sick leave grant, depending on their employee status (e.g., manager, permanent non-manager, or permanent employee with at least 10 years of full-time City service). Additionally, eligible recipients also must have exhausted all annual leave and sick leave balances (including managers vested/non-managerial leave), compensatory time balances, leave advancements, sick leave grants, and the floating holiday, if applicable, before applying to the Catastrophic Sick Leave Bank. See ['Catastrophic Sick Leave Bank Basics'](#) for further details.

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**19. *What is the role of the Catastrophic Sick Leave Panel?***

Requests for catastrophic and dedicated sick leave for managers and Original Jurisdiction titles are reviewed by the Catastrophic Sick Leave Panel. The panel includes the First Deputy Commissioner from the Office of Labor Relations (OLR), the First Deputy Commissioner at DCAS and the DCAS Chief Human Capital Officer.