

SALARY CONTINUATION PROGRAM BASICS

CATASTROPHIC SICK LEAVE BANK

The Salary Continuation Program, which consists of the Catastrophic Sick Leave Bank and the Dedicated Sick Leave 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 or injured covered employees in need, as well as to receive sick leave when needed.

THE CATASTROPHIC SICK LEAVE BANK

The Catastrophic Sick Leave Bank is a pool of sick leave and annual leave voluntarily donated by managers and other employees in titles not eligible for collective bargaining for potential use as sick leave by eligible employees who are also donors to the bank. Eligible recipients may receive up to 90 days of paid sick leave each year.

Criteria for Recipient Eligibility

1. You must be a manager or in a title not eligible for collective bargaining and have at least two years of continuous, full-time City service (including non-managerial service or service in a title eligible for collective bargaining, in any City agency).
2. You must have donated at least one day of sick leave or annual leave for the program year in which sick leave is needed.
3. Your illness or injury must not be job-related and must require an absence of at least 30 continuous working days. Absence due to illness or injury must be supported by acceptable medical documentation, which will be reviewed by the Catastrophic Sick Leave Panel.
4. If you are a manager or a permanent non-manager, you must apply for an advancement of sick leave under Section 5.4 of the "Leave Regulations for Management Employees" or Section 3.4 of the "Leave Regulations for Employees Who Are Under the Career and Salary Plan," as applicable.
5. If you are a permanent employee covered by the "Leave Regulations for Management Employees" with at least ten years of continuous, full-time City service, you must apply for a sick leave grant under Section 5.5 of the regulations before making application to the bank. If you are a permanent non-manager with at least ten years of continuous, full-time City service, you must apply for the analogous grant under Section 3.5 of the "Leave Regulations for Employees Who Are Under the Career and Salary Plan."
6. You must have exhausted all annual leave and sick leave (including managers' vested/non-managerial leave), compensatory time balances, leave advancements, sick leave grants, and the floating holiday, if applicable.
7. You may not use donated sick leave instead of, or as a supplement to, income benefits under the Long Term Disability Program of the Management Benefits Fund.

Criteria for Donating Leave

1. You must be a manager or in a title not eligible for collective bargaining.
2. You must donate at least one day of annual leave or sick leave each year. The leave donated by managers will be the most recently accrued sick leave or annual leave.
3. If you have fewer than ten years of continuous, full-time City service, you may donate only annual leave.
4. If you have at least ten years of continuous, full-time City service, you may donate sick leave and/or annual leave. 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. (See "Program Requirements" below for information on automatic deductions.)

Note: Time donated to the Catastrophic Sick Leave Bank may impact managerial lump sum payments. In order to receive a managerial lump sum payment for a portion of one's current sick leave, a manager must have at least 60 days of current sick leave.

Program Requirements

1. An open enrollment period for leave donations will be held for one month each program year. The program year is January through December.
2. After initial enrollment, deductions of the type and amount of leave to be made annually will be automatically renewed. Withdrawal from the program, or changes in the amount and/or type of leave to be donated may be made only during the annual open enrollment period by written request of the employee.
3. If the sick leave balance of an employee who has elected to donate sick leave has fallen below 24 days at the time the deduction is made, the type of leave deducted will be converted to annual leave.
4. All leave donated to the bank is irrevocable.
5. No withdrawal of leave will be approved which will result in a negative balance to the bank. The Catastrophic Sick Leave Panel may consider the amount of sick leave remaining in the bank in order to make an equitable distribution of sick leave among medically qualified applicants if there is insufficient leave in the bank to grant each applicant the amount of sick leave requested.
6. Leave withdrawn from the bank in excess of the amount actually used by the recipient is to be returned to the bank no later than two pay periods from the date the employee returns to work.
7. Each day of leave donated to the bank will be debited from the donor's leave balance as one full day. However, each day of sick leave donated by a manager will be credited to the bank as one-third of a day and each day of sick leave donated by a non-manager will be credited as one-half day. Each day of annual leave donated will be credited to the bank as a full day.
8. Donated sick leave will be granted to the recipient retroactive to the first day of absence without pay. A recipient utilizing donated sick leave is deemed to be in active pay status as though the employee were using his/her own sick leave. Annual leave and sick leave will therefore be accrued while using catastrophic sick leave, but will not be credited until the employee returns to work.