

SALARY CONTINUATION PROGRAM BASICS

DEDICATED SICK LEAVE PROGRAM

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 DEDICATED SICK LEAVE PROGRAM

The Dedicated Sick Leave Program enables managers and other employees in titles not eligible for collective bargaining to voluntarily donate sick leave and/or annual leave for use as sick leave by an eligible employee who has been designated by the donor. Eligible recipients may receive up to 180 days of paid sick leave each year. Eligible employees may also donate leave to, or receive leave from, employees who are covered by the Dedicated Sick Leave Program for Employees in Titles Eligible for Collective Bargaining in Mayoral Agencies.

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 need not be a member of the Catastrophic Sick Leave Bank.
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 for leave. 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 dedicated 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 Dedicated Leave

If you wish to donate annual leave and/or sick leave to a specific individual, you must meet the criteria established for donors to the Catastrophic Sick Leave Bank, except that you need not donate leave each year. Every reasonable effort will be made to keep your identity confidential.

Note: Time donated to the Dedicated Sick Leave Program 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. There is no enrollment period. Donations are made on an "as-needed" basis.
2. All dedicated leave is irrevocable.
3. If the number of days dedicated is more than the number of days actually used by the recipient, the unused days will be credited to the Catastrophic Sick Leave Bank after one year elapses from the date of the recipient's return to work. In the event of a medically documented recurrence of the original illness or injury during this one-year period, the recipient will be permitted, upon approval of the Catastrophic Sick Leave Panel, to utilize the unused balance provided that all other leave balances have been exhausted.
4. Each day of sick leave or annual leave donated will be credited to the recipient at the same value as donations to the Catastrophic Sick Leave Bank, as described above. The leave donated by managers will be their most recently accrued sick leave or annual leave.
5. Dedicated sick leave will be granted to the recipient retroactive to the first day of absence without pay. A recipient utilizing dedicated 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 dedicated sick leave, but will not be credited until the employee returns to work.
6. A prospective recipient's consent should be obtained before efforts are made to secure donations of leave. Every reasonable effort will be made to maintain confidentiality of employee medical information.