CITY OF PROVIDENCE

4.8 NON- UNION SICK BANK TIME DONATION PROGRAM

Purpose

The Non-Union Employee Sick Bank is a shared pool of donated sick/personal time accruals designed to support non-union employees facing a personal or family serious illness after their personal accruals and applicable leave options have been exhausted. In addition to the shared Sick Bank, this program allows eligible employees to voluntarily donate accrued sick/personal time directly to another eligible non-union employee in need. This policy provides a clear and transparent framework to ensure sustainability, fairness, and equity in administering the Sick Bank and employee-to-employee donations.

Scope

All non-union employees of the City of Providence are eligible to enroll in the Sick Bank. Employees must be employed with the City of Providence for a minimum of one year (12 consecutive months) to be eligible to donate and/or receive donated sick/personal time. Eligible employees may also voluntarily donate accrued sick/personal time directly to another eligible non-union employee in accordance with the employee-to-employee donation provisions outlined in this policy.

Definitions

Eligible Employee: Employees must be employed with the City of Providence for a minimum of one year (12 consecutive months) to be eligible to donate and/or receive donated sick/personal time.

Serious Illness: A serious illness is defined as a medical condition of the employee or an immediate family member, where a physician or other licensed health care provider has determined:

- Prolonged Absence: The medical condition must necessitate a long or extended period out of work, resulting in absence from work for at least twenty (20) consecutive working days, and to result in a substantial loss of income because of the employee's lack of available paid leave.
- Medical Certification: The illness or condition has to be supported by written documentation from a licensed healthcare provider, including diagnosis, anticipated start date, probable return date, and any recommended work restrictions.
- Exhaustion of accrued time and other leave options: To qualify, the employee must have exhausted their own accrued paid time (sick, vacation, float, PTO) and other paid leave options.
- Note: Routine maternity leave, childbirth, or recovery from pregnancy is not considered a “serious illness” for purposes of the Non-Union Sick Bank. However, any serious health conditions or complications related to pregnancy, childbirth, or the newborn child (e.g., extended hospitalization, medical complications, or conditions requiring ongoing treatment) may qualify as a serious illness under this policy.

Immediate Family: If the leave is to care for a family member, the family member must meet the definition of “immediate family” under City policy ad defined below:

- A legal spouse or a registered Domestic Partner and is receiving City health benefits.
- A person under 18 years of age, or a person incapable of self-care because of a physical or mental disability who is a biological, adopted, foster or stepchild, or a ward of the employee.
- A person for whom the employee is charged with a parent’s legal rights, duties and responsibilities.

Policy

1. **Participation and Contributions:**
   A. Employees wishing to donate accrued sick/personal time will be required to complete a Sick Leave Bank

Donation and Consent form, which shall be submitted to the Department of People and Culture (DPC) for processing.

B. Participation in donating time to the Non-Union Sick Bank is voluntary. Employees may elect to donate accrued sick/personal time to the Sick Bank or directly to another eligible non-union employee in accordance with the provisions outlined in this policy.

C. The identity of employees granted Sick Leave Bank time will not be disclosed to donating employees.

D. The donation of sick/personal time shall be limited to half day or full day increments, without regard to the dollar value of the donated or granted leave.

E. Employees may voluntarily donate accrued sick/personal time in half-day or full-day increments. The maximum amount an eligible employee may donate shall be seventy (70) total hours within a rolling twelve (12)-month period, or no more than fifty percent (50%) of the employee's current accrued Sick Leave balance, whichever is less. This limit applies collectively to all donations made, whether donated to the Non-Union Sick Bank or directly to another eligible employee. The twelve (12)-month period begins on the date of the employee's first donation. The employee's donation limit will reset on the anniversary of that date.

F. The City will conduct an annual appeal to encourage employees to donate sick leave hours to the Sick Bank. The appeal will include information about the purpose and benefits of the Sick Bank, as well as instructions for making donations. The timeframe for the annual appeal will be annually in December.

G. Employees shall be able to donate sick/personal time at any period, or when a request is made known.

H. Employees who are on Workers' Compensation Leave, or on any approved medical leave or general leave of absence, will not be allowed to donate accrued sick/personal time.

2. **Requesting Sick Bank Leave and Approvals of leave**

A. Requests must be submitted in writing to the Department of People and Culture with appropriate request form and supporting medical documentation form.

B. Approval will be based on established criteria for a serious illness and the verification of the illness/condition from the treating physician.

C. Exempt employees who apply for and are granted donated time may receive no more than 210 hours (6 weeks) of paid Sick Leave Bank time within a rolling 12-month period.

1. Subject to Availability: Approvals of the Non-Union Sick Bank leave are subject to the total hours currently available in the Sick Bank at the time of the request. Partial approvals may be issued if the Non-Union Sick Bank cannot cover the full request of hours.
2. Insufficient Balance: If there are not enough hours in the Bank to cover the full amount of requested time off, the City may notify participating members of the Non-Union Sick Bank and ask for additional voluntary donations.

D. Additional donations are voluntary. No employee is required to contribute beyond the donations they voluntarily elect to make.

E. **Access to Non-Union Sick Bank:** Donations and approvals are processed on a first-come, first-served basis. Time in the Bank cannot be reserved or held for a specific employee with a pending or anticipated request.

1. If the recipient employee has available time in their accrual balance (i.e. sick, personal, vacation, comp time, PTO, or float), this time must be discharged prior to the issuance of any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request.
2. Donated time may not be retroactive [i.e., donated time cannot be applied to any employee absence prior to the date on which the required medical documentation is received by the Department of People and Culture (DPC)].

3. Sick bank leave may be used intermittently or on a continuous basis as necessary and approved by DPC as well as the Department Director.
4. Sick bank leave may also run concurrently with Family and Medical Leave Act (FMLA) or applicable state laws.

3. **Donation of Time to the Non-Union Sick Bank**

A. Employees wishing to donate accrued sick/personal time will be required to complete a Sick Leave Bank Donation and Consent form, which shall be submitted to the Department of People and Culture (DPC) for processing.
B. Participation in donating time to the Non-Union Sick Bank is voluntary. Employees may elect to donate accrued sick/personal time to the Sick Bank or directly to another eligible non-union employee in accordance with the provisions outlined in this policy.
C. The identity of employees granted Sick Leave Bank time will not be disclosed to donating employees.
D. The donation of sick/personal time shall be limited to half day or full day increments, without regard to the dollar value of the donated or granted leave.
E. Employees may voluntarily donate accrued sick/personal time in half-day or full-day increments. The maximum amount an eligible employee may donate shall be seventy (70) total hours within a rolling twelve (12)-month period, or no more than fifty percent (50%) of the employee's current accrued Sick Leave balance, whichever is less. This limit applies collectively to all donations made, whether donated to the Non-Union Sick Bank or directly to another eligible employee. The twelve (12)-month period begins on the date of the employee's first donation. The employee's donation limit will reset on the anniversary of that date.
F. The City will conduct an annual appeal to encourage employees to donate sick leave hours to the Sick Bank. The appeal will include information about the purpose and benefits of the Sick Bank, as well as instructions for making donations. The timeframe for the annual appeal will be annually in December.
G. Employees shall be able to donate sick/personal time at any period, or when a request is made known.
H. Employees who are on Workers' Compensation Leave, or on any approved medical leave or general leave of absence, will not be allowed to donate accrued sick/personal time.

4. **Non-Union Employee-to-Non-Union Employee Donations:**

A. Eligible non-union employees may voluntarily donate accrued sick/personal time directly to another non-union employee at their discretion.
B. Employees wishing to donate time to another non-union employee will be required to complete the approved Sick Leave Direct Donation and Consent Form, which shall be submitted to the Department of People and Culture (DPC) for processing.
C. Employees donating and receiving donated time must meet the applicable eligibility requirements outlined in this policy, including a minimum of one (1) year of City employment.
D. Donations between non-union employees are subject to the same seventy (70)-hour rolling twelve (12)-month donation limit outlined in Section 3(E). Donations made directly to another non-union employee and donations made to the Non-Union Sick Bank count toward the same combined seventy (70)-hour limit.
E. Donations are voluntary and cannot be revoked once processed.
F. Donations between non-union employees will be processed in half-day or full-day increments and may only be used for the approved medical-related absence.
G. All donations between non-union employees are subject to review and approval by DPC and must be processed through the appropriate City procedures.

5. **Administration:**
   A. The employee who is requesting donated time from the Non-Union Sick Bank is required to submit the leave request through Asana and will receive a packet including an application form and instructions, due back to the Department of People and Culture (DPC) within fifteen (15) calendar days.
   B. DPC will review each request for Sick Bank Leave on a case-by-case basis and determine eligibility based on the documentation provided. All applications to withdraw time from the Sick Leave Bank shall be reviewed and approved by the Chief People Officer (CPO), or their designee.
   C. The employee will be notified in writing of the decision. If granted, the leave time will be deposited into the employee's leave bank via the Payroll Department. The employees' department will also be notified. If the CPO votes to deny the request, the employee may appeal the decision. An appeal is made in writing to the CPO. Only one (1) appeal per request for Non-Union Sick Bank leave may be made by an employee. The decision of the CPO upon the appeal is final and binding.
   D. Sick Bank Leave will be granted in half or full-day increments and will be deducted from the employee's Sick Bank Leave balance.

6. **Excess Donated:**
   Donated time will be processed in increments of half or full days. In the event the employee returns to work before using all of their processed time donation, the recipient will retain the excess as sick leave. Donations may not be revoked.

7. **Return to Work:**
   A. Employees on Sick Bank Leave for their own injury must provide medical clearance from their healthcare provider before returning to work.
   B. Failure to provide the necessary medical documentation or comply with the return-to-work requirements may result in disciplinary action, up to and including termination of employment.

8. **Confidentiality:**
   A. All information regarding an employee's medical condition and access to the Sick Leave Bank will be kept confidential in accordance with applicable privacy laws and company policies.
   B. Disclosure of any confidential information related to the Sick Leave Bank is strictly prohibited.

Related Information:

Nothing in this Policy shall be construed as superseding the existing City Policy, limiting or extending the maximum allowable absences as mandated under the Family and Medical Leave Act or the Rhode Island Parental and Family Medical Leave Act. Employees should contact the Department of People and Culture – Employee Experience Office for more information.

Related Policies:

Leave of Absence Policy
Paid Time Off Policy