

FAQs – Frequently Asked Questions concerning the Leave Bank

1. Q: What is the Leave Bank?

A: A program to which eligible employees may donate sick leave or withdraw sick time from as needed should a serious illness or accident leave an employee unable to work. This would keep the affected employee in a paid status after utilizing his/her own leave balances.

2. Q: Who is eligible to donate or withdraw from the leave bank?

A: All full time and part time classified (including bargaining unit employees) and administrative staff, and full time faculty who are not wholly grant-funded.

3. Q: What is a serious illness or injury?

A: It is clearly defined within the policy with multiple points. Please refer to the policy for a full explanation.

4. Q: How is it decided if someone would receive leave bank hours? And how will withdrawal requests be approved?

A: A leave bank committee with two representatives from each constituent group (Classified, Administrative and Faculty), a member from HR and a physician will review all requests for withdrawing hours from the leave bank and approve/disapprove request based on criteria.

Parameters to guide decisions would include at least the following:

- 1) Satisfies the definition of leave
- 2) Minimum of 500 hours in the Bank
- 3) Arrival date of all paperwork properly completed

5. Q: How will an employee be notified if they are able to receive hours from the bank?

A: An employee will receive a letter as to the committee ruling on the request for donated hours. If approved the hours withdrawn from the leave bank will be placed into their sick leave balance.

6. Q: What is the benefit of this program to a donor who has a significant amount of accrued sick time (over 500 hours)?

A: The real benefit in this program is in the giving of hours to community members who are suffering a severe illness/injury. No one can predict when we might find ourselves suffering a severe illness/injury.

7. Q: What is the requirements to withdraw from the leave bank?

A: Employees must have donated a minimum of eight (8) hours of sick leave to the Leave Bank in one of the last two years prior to the date of the request to utilize hours from the Bank. Exceptions to withdrawing hours from the bank may be made within the first year of the bank.

8. Q: Why can't staff who are wholly grant funded, participate?

A: Most grants do not allow monies going to individuals not working on the grant.

9. Q: What are some of the parameters of donating hours to the bank?

A: During the enrollment period, donations must be made in 8 hour increments. The donor must have a remaining balance of 120 hours of sick leave after donation for full time employees and 72 hours of sick leave hours after donation for part time employees.

10. Q: Can an eligible employee donate additional hours to the bank once the enrollment period is over?

A: No

11. Q: When does the enrollment period start/end?

A: The enrollment period will be three weeks long and will begin on the first Monday in February each year. Emergency enrollments will be held as needed.

12. Q: What are the maximum hours that an employee can donate during an enrollment period?

A: 40 hours.

13. Q: What are the maximum hours that an employee can receive from the bank?

A: 240 hours in any calendar year.

14. Q: If a staff/faculty member is fully incapacitated and unable to process paperwork, how can they request for additional sick leave hours?

A: Family members may make the request on behalf of the employee with assistance from the Office of Human Resources.

15. Q: What happens if the Leave Bank hours drop below the minimum of 500 hours?

A: An emergency enrollment donation period would be conducted.

16. Q: Does an employee have to notify their supervisor that they are applying for hours through the leave bank?

A: No

17. Q: Will the supervisor see any of the employee's medical records?

A: No, medical records are protected by federal law through HIPAA (Health Insurance Portability and Accountability Act).

18. Q: Can the leave bank committee contact the healthcare provider about an employee's serious health condition?

A: All requests to the leave bank committee are anonymous. If the committee requests clarification of any points, the Office of Human Resources will contact the faculty or staff member for additional information.

19. Q: How does an eligible employee request hours from the leave bank?

A: Through the leave request form. See the leave request form and procedures of the leave bank for further details.

20. Q: How many times can an eligible employee request hours from the bank?

A: Requests cannot exceed 240 hours in any calendar year. Policy does not stipulate how many times employees can access.

21. Q: Are the hours tracked?

A: All hours are monitored and tracked through the Human Capital Management System and the Time and Labor system.

22. Q: How long does an employee have to be employed by BGSU to request hours from the bank?

A: Normally, an employee has to donate once in the last two years to be eligible, as well as having 120 hours of sick leave after the donation. The leave bank committee will consider special requests from those new hires not able to donate yet.

23. Q: Does the donation of hours affect any of the retirement programs?

A: No

24. Q: Does the withdrawal of hours from the leave bank affect any retirement programs of the recipients?

A: If you receive a donation your and BGSU's contribution will continue to the retirement plan.

25. Q: How are donated hours used?

A: Donated hours will be distributed as follows:

- Full-time employees - Donated hours will equal 40 hours a week until hours are exhausted.
- Part-time employees – Donated hours will be based on standard hours per week.

26. Q: What happens to unused leave bank hours by recipients?

A: The unused leave hours will automatically be returned to the leave bank.

27. Q: What if a leave bank recipient is not able to return to work once he/she has used the awarded 240 hours?

A: An employee would need to work with their supervisor and the Office of Human Resources.

28. Q: How often does the leave bank committee meet?

A: The leave bank committee meets as needed to review requests for withdrawal from the bank.