

**PERSONNEL BOARD
CITY OF PELHAM**

In accordance with Civil Service Law Rule 1.2B.c and Rule 1.2B.f., which identifies that the Personnel Board shall:

- c. *'review, approve, disapprove, or modify administrative actions and conduct of the program by the Human Resources Director'.*
- f. *'transact such other business within the purview of the Board within the intent of the law.'*

Members of the Personnel Board, under signature, hereby approve the establishing of the Employee Voluntary Sick Bank as defined by the following procedure:

The Employee Voluntary Sick Bank is different than the one established under Promulgated Rules of the Civil Service Law, which requires any used time must be paid back prior to leaving employment. This Voluntary Sick Bank gives employees the opportunity to donate their own personal accrued sick leave hours which can be used by other employees, without having to pay back the time used.

This will allow an employee to continue with their sick time during critical illnesses when they have exhausted all of their accrued leave and Sick Bank hours. Hours used from the Voluntary Sick Bank do not have to be paid back, and any hours not used, are returned to the main Voluntary Sick Bank. This bears no additional expense to the City and provides support and encouragement to the employee during the continued recovery period of their illness. This leave is not available with FMLA.

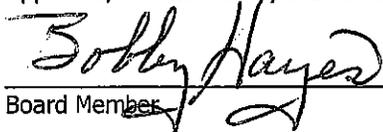
Requests to donate hours to the Voluntary Sick Bank will be accepted at any time. The employee must be a permanent, active employee to donate. Donations are limited to 40 hours annually. **(Note: Employees leaving employment with the City of Pelham will be allowed to donate the balance of their sick leave, except in the case of retirement of Level I State Retirement participants.)** The requests will be processed and appropriate reports provided to the employee. Copies will also be provided to the Department Head.

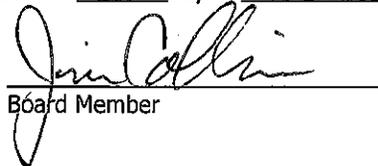
The hours collected in the Voluntary Sick Bank will be made available to all full time employees based upon requests. The requests will be submitted to Human Resources to forward to the committee for review and approval. The committee will consist of a representative from Human Resources, two employees at large and one Supervisor/Manager and/or Department Head, to be selected by the Personnel Board. The committee will also consist of the current Personnel Board.

Requests to access the Voluntary Sick Bank should contain the description/purpose of the additional sick leave hours (medical certification may be required) and the number of hours needed. The request will be processed though the committee and the employee will be notified of approval or denial. The Department Head will be notified for signature and the request will be forwarded to the Mayor for review.

Once the employee's request has been processed, the hours will be added to the Attendance Plan and Human Resources will be responsible for updating the hours during the time the employee is using the Voluntary Sick Bank.

Approved, as amended by the Personnel Board this 4th day of December, 2012.


Board Member


Board Member


Board Member