

PURPOSE

The purpose of the Sick Leave Bank is to alleviate the hardship caused if catastrophic illness or injury forces the employee to exhaust all sick and annual leave time earned by that employee and thereby lose compensation.

INFORMATION

With its adoption by the Board of Commissioners in September 2002, the KCKHA Sick Leave Bank serves as a depository into which participating employees may donate accrued sick leave time to other participating employees who are in need. The Sick Leave Bank works like a disability insurance policy. If needed, your salary and benefits continue. However, unlike most disability policies, there is no out-of-pocket cash premium. The Sick Leave Bank is funded through donated sick leave days.

Since its inception in 2003, the Sick Leave Bank has accepted cumulative donations of almost 3,400 hours from more than 55 participating Sick Leave Bank employees. The Bank has provided assistance to several employees in need of this benefit. Your contributions ARE appreciated...

Your minimum enrollment donation of one sick leave day may provide you with up to 20 days of income. Your sick leave donation becomes part of a pool that any qualifying member may draw upon. When you consider the benefit of full salary leave for up to 20 work days, there is no comparison to what this benefit can do to help sustain your household income in the event of a disabling injury or illness.

ELIGIBILITY REQUIREMENTS

- Eligibility begins upon donation of minimum 1-day accrued sick leave.
- Eligibility will continue from year-to-year
- Eligibility will discontinue upon termination, death or failure to donate required minimum
- Membership remains confidential

ENROLLMENT/DONATIONS

- Annual open enrollment period
- Maximum donation of 5% of sick leave balance, or 8 hours, whichever is greater
- Donor must retain minimum 60 hours of accrued leave in personal account
- Once donated, sick leave cannot be restored
- Employees may not designate a particular employee to receive donations
- In order to enhance the Sick Leave Bank, previously “undonated” sick leave hours of departing employees will be added to Bank

WITHDRAWALS/BENEFITS

- Employees must be member of Bank to receive benefits

- Requests for withdrawal must be made no later than 5 working days after all accrued sick leave time has been exhausted
- Requests must be accompanied by physician’s statement, and indicate estimated number of sick days requested
- Amount of sick leave granted from Bank cannot exceed a maximum of 20 working days (or one-fourth of the Bank balance)
- Members continue benefits (i.e. insurance, flexible benefits, holidays and other payroll deductions) while drawing from Bank

ADMINISTRATION

The Sick Leave Bank Coordinator administers the Bank and shall be responsible for administration and implementation of the Bank guidelines, membership and enrollment procedures, maintenance of bank donations and withdrawals, and determination of withdrawal approvals.

FOR MORE INFORMATION

The complete Sick Leave Bank Program policy and guidelines can be found in Section 10.12 of the KCKHA Personnel Policy, and can be found online at www.kckha.org/hr.htm.

Ready to sign up, or re-enroll? Fill in the enrollment form and return to the KCKHA Finance Department as soon as possible. Be sure to keep a copy for your records. To be an eligible member for the 2016 calendar year, enrollment forms must be returned no later than December 31, 2015.

KCKHA SICK LEAVE BANK PROGRAM

Enrollment Form *(Please print or type)*

Name: _____

of Donated Sick Hours: _____

For Finance Department Purposes Only

KCKHA Employee ID #: _____

Balance of Sick Hours After Donation: _____

1. I hereby apply for membership in the KCKHA Employee Sick Leave Bank Program for the 2016 calendar year. I acknowledge that I have read the provisions of the Program and agree to abide by all stipulations as set forth therein. By signing below, I further acknowledge the following:
2. I have read and am aware of the provisions of the bank and do hereby contribute the number of sick leave hours indicated above.
3. I have read and understand the provisions of the bank and hereby relieve the Kansas City, Kansas Housing Authority from any liability as a result of any action by the Board of Commissioners.
4. I understand that eligibility will be determined on a year-to-year basis during open enrollment for annual membership effective January 1 of the following year.
5. I understand that contributions are nonrefundable and nontransferable.

Signature _____

Date _____

F-151 (12/15)

**Don't let an accident or illness
cause you even more pain by
being financially unprepared!**



**Protect yourself and your family
by becoming a member of the
KCKHA Sick Leave Bank Program.
By donating a minimum of one
day of sick leave, you are eligible
to draw up to 20 days of donated
leave, if needed.***

***Refer to KCKHA Personnel Policy**

Kansas City, Kansas Housing Authority
Employee Sick Leave Bank
Accounts Payable/Payroll Specialist
Interim Sick Leave Bank Coordinator
1124 North 9th Street
Kansas City, KS 66101
(913) 279-3424



What happens to
your finances if you
suffer an accident
and are unable to
work for weeks, but
have no sick leave to
cover your time off?



Expect the
unexpected...