



## Sick Bank Donation and Distribution Rules

### To Donate:

1. Employee must be an IHLS employee for one year.
2. Employee must donate at least one day or 8 hours.
3. Donations are calculated using the employee's current hourly rate. Example: An employee donates 8 hours and his hourly rate is \$16. His total sick donation is  $\$16 \times 8 = \$128$ .
4. The maximum that an employee can donate is 10 days per fiscal year.
5. Half of a previous employee's sick balance will be deposited in the sick bank.

### To Request:

1. Must be an IHLS employee for one year.
2. Employee must submit Criteria form. (Part-time employees require less).
3. Employee must have previously donated in the fiscal year of the request.
4. Employee must exhaust all sick and vacation accrued.
5. Employee must apply for Family Medical Leave and/or IMRF Disability.
6. Employee must have a physician certification.
7. Covered conditions include but are not limited to, heart attack, stroke, diabetes, cancer, major surgery, serious injuries and terminal illnesses.
8. Request must be made in one day increments using the employee's current schedule. Example: An employee makes a request and he normally works 4 hours a day at \$16 an hour. His total sick benefit is  $\$16 \times 4 = \$64$  per day.
9. Employees can request up to 30 calendar days in a fiscal year.

If all criteria are met and funds are available, the request will be awarded. HR will administer and monitor the program.