

ILLINOIS STATE POLICE DIRECTIVE PER-063, SICK LEAVE BANK

RESCINDS: PER-063, 2010-108, REVISED 10-25-2010.	REVISED: 05-09-2014 2014-037
RELATED DOCUMENTS:	RELATED CALEA STANDARDS: 22.2.1, 22.2.2, 22.2.3

I. POLICY

The Illinois State Police (ISP) will provide employees with the opportunity to participate in the Sick Leave Bank (SLB).

II. DEFINITIONS

- II.A. Catastrophic illness/injury - an illness or injury that is life threatening or has caused permanent significant damage.
- II.B. Full-time employee - an employee who works a minimum of 37.5 hours per week and is not a contractual worker.
- II.C. Immediate family - as defined by the Illinois Department of Central Management Services (CMS) for SLB usage - includes husband, wife, mother, father, brother, sister, children; or any relative or person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed.
- II.D. Part-time employee - an employee who works less than 37.5 hours per week and is not a contractual worker.
- II.E. Sick Leave Bank - a program sponsored by the state of Illinois for the benefit of all state employees.
 - II.E.1. The SLB Review Committee, managed by CMS, has final authority on participation in and usage of the SLB.
 - II.E.2. Employees who participate may receive up to 25 days of sick time, per calendar year, from the SLB when an employee or immediate family member's illness or injuries are of a catastrophic nature.

III. RULES AND REGULATIONS

- III.A. An employee must have exhausted all available benefit time including accrued vacation, personal days, sick leave, holiday, and compensatory time to be eligible for SLB usage.
- III.B. After a 60-calendar day waiting period from the date of membership enrollment, members may use up to 25 workdays from the SLB per calendar year.
- III.C. Once an employee donates time to the bank, the employee forfeits any future rights to that donated time.
- III.D. The SLB does not replace any current benefits (e.g., Retirement System, disability benefits, etc.).
- III.E. If a previously ruled non-compensable case before the Illinois Industrial Commission is subsequently ruled compensable, the time drawn from the SLB will be returned.
- III.F. A participating employee who transfers from one agency to another will thereby transfer his/her participation in the SLB.
- III.G. Upon termination, retirement, or death, neither a participating employee, nor the participating employee's estate, will be entitled to payment for unused sick leave acquired from the SLB.

IV. PROCEDURES

IV.A. Eligibility

- IV.A.1. Membership in the SLB is voluntary. To qualify, an employee must be in full or part-time status with a minimum of six months service and have completed a SLB membership application.
- IV.A.2. Employees must donate at least one day of sick time (this is a one-time donation), and have a minimum of five days accumulated sick time remaining after the donation, to become a member. Additional sick days may be donated if the employee desires to contribute.
- IV.A.3. Employee injuries and illnesses being compensated under the Workers' Compensation Act or the Workers' Occupational Diseases Act will not be eligible for SLB use.

IV.B. Joining the SLB

- IV.B.1. Employees wishing to become a member of the SLB must complete a copy of the Illinois State Police Sick Bank Membership Application, form ISP 2-499 (available in the ISP Document Library at <http://maphome/documentlibrary/>), and submit the application to their supervisor.
- IV.B.2. The work location command will submit the membership application to the work location timekeeper.
- IV.B.3. The work location timekeeper will certify the applicant's eligibility for membership and forward the application to the Public Safety Shared Services Center (PSSSC), Payroll Section.
- IV.B.4. The Payroll Section will:
 - IV.B.4.a. Review and verify each membership application in accordance with requirements to approve/deny membership into the SLB.
 - IV.B.4.b. Maintain the application.

IV.C. Use of the SLB

- IV.C.1. An employee who has joined the SLB and donated the required time will be entitled to request SLB time.
 - IV.C.1.a. The employee must complete an ISP 1-21, Request For Time Off (available in the ISP Document Library), or on an electronic equivalent.
 - IV.C.1.b. The employee must complete and submit the CMS "Request for Use of the State of Illinois Employee Sick Leave Bank" form IL401-1531, and the CMS-95, Physician's Statement (proof of need) (both forms are available in the ISP Document Library).

NOTE: If an employee is physically unable to submit an ISP1-21 or request SLB time due to illness or injury the request may be made by a member of his/her chain-of-command or by a member of his/her immediate family.
- IV.C.2. The work location timekeeper will maintain time-off balances and verify SLB time.
- IV.C.3. The PSSSC will:
 - IV.C.3.a. Upon receipt of the Request for Use of the State of Illinois Employee Sick Leave Bank form and the Physician's Statement, review the documentation.
 - IV.C.3.b. Verify time balances and review medical information of the member to determine if the Physician's Statement is sufficient documentation. If the Physician's Statement is insufficient, additional information will be requested as a condition of acceptance for use of SLB time.

- IV.C.3.c. Make a recommendation to approve or deny an application for the use of SLB time and submit the recommendation to CMS for a final determination.
- IV.C.3.d. Promptly inform the applicant and the applicant's chain-of-command, in writing, of the CMS final determination to approve/deny the SLB request.

| Indicates new or revised items.

-End of Directive-