

	<b>UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL</b>	
	Affiliation: Human Resources Policies	
	Title: <b>Sick Leave Bank</b>	
	Number: <b>900 - 240</b>	
	Approved: 11/05/2024	By: Fire Chief Dominic Burchett
Last Reviewed: 12/17/2025	By: HR Director Kiley Day	

**REFERENCES:**

- [UFA Policy and Procedure – General Human Resources Definitions](#)
- [UFA Policy and Procedure – Fitness for Duty Evaluations and Return to Work after Illness or Injury](#)
- [UFA Policy and Procedure – Sick Leave](#)
- [UFA Policy and Procedure – Shift Trades](#)
- [Sick Leave Bank Request Form](#)

**POLICY:**

- 1.0 The Human Resources Division will establish and administer a Sick Leave Bank program. Donations of sick leave will not be accepted. Donation of vacation leave will be accepted as follows:
  - 1.1 Donations will be voluntary.
  - 1.2 Donated leave is not retrievable.
  - 1.3 Donations are primarily made through “use or lose” vacation hours exceeding 342 hours for 8-hour (day-staff) and 480 hours for 24-hour (operations-staff). General, non-specific donations may also be made at any time. Donations for a specific employee may be made only after that employee has been approved for the use of Bank hours in accordance with this policy.
    - 1.3.1 In the event the donor desires to specify a recipient, the recipient’s name must be included on the donating form. Any hours that are donated to a specific individual, and are subsequently not used by that individual, will be deposited into the general Bank.
  - 1.4 Employees donating leave must have a minimum threshold of 96 hours of vacation remaining after donations are made.
  - 1.5 Leave will be donated and awarded on an hour-per-hour basis.
- 2.0 The Sick Leave Bank is intended for use by merit employees who are experiencing serious medical conditions requiring two or more weeks of medical care.

- 2.1 The Sick Leave Bank may also be used by merit employees to care for a spouse, parent or child who is experiencing a serious medical condition requiring two or more weeks of medical care.
  - 2.2 Full-time employees may also use the Sick Leave Bank due to the birth or adoption of an employee's own child. Twenty-four-hour firefighter employees are eligible for 48 hours; day staff are eligible for 40 hours. The 48 hours for twenty-four-hour firefighters and 40 hours for day staff must be used in a solid block of time and may not be split. Leave will run concurrently with any other leave available under existing federal or state laws. Sick Leave Bank requests under this scenario must commence within twelve weeks of the child's birth or adoption.
  - 2.3 The Sick Leave Bank will not award any sick leave in excess of the balance in reserve.
- 3.0 Employees requesting leave from the Sick Leave Bank must complete a Sick Leave Bank Request form and submit it to the Office of Human Resources.
    - 3.1 Sick Leave Bank request forms will be submitted within fifteen (15) days of the date when the employee could reasonably be presumed to have had knowledge of the need for additional sick leave.
    - 3.2 Sick Leave Bank request forms must be completed and submitted by the petitioning employee, a member of the petitioner's immediate family or by the employee's immediate supervisor (through the chain of command).
      - 3.2.1 The request form should include the number of hours requested, the time frame for usage and any other non-confidential conditions of use.
      - 3.2.2 Initial requests are limited to 240 hours for 24-hour employees and 160 hours for 8-hour employees. Subsequent requests for additional hours may be made but must include a doctor's statement regarding the employee's prognosis and the need for additional hours.
      - 3.2.3 Full-time employees requesting Sick Leave Bank due to the birth or adoption of an employee's own child must submit proof of birth or adoption with a birth certificate, court order, or other official documentation in addition to the Sick Leave Bank Request form.
  - 3.3 Request forms will be routed through the Human Resources Division, which will coordinate a review of the request by a committee including the Operations Chief, an Executive Board member of Local 1696, a representative of the Human Resources Division, and a member of the Staffing Office.
    - 3.3.1 The Review Committee will make a recommendation to the employee's Section Chief and the Fire Chief regarding approval or disapproval of the request. If recommending approval, the Review Committee will also recommend the number of hours to grant. The Review Committee may consider the employee's past use of the bank, the employee's record of donations to the bank, the employee's historical leave usage and specific

documents provided by the employee's doctors or other medical personnel.

3.3.2 The Review Committee may recommend initial approval of up to a maximum of 240 hours for 24-hour employees and 160 hours for 8-hour employees. Subsequent requests from the employee for additional hours will be reviewed by the Committee as a separate request. When the employee has reached a total of 960 hours of donated sick leave for 24-hour employees and 640 hours for 8-hour employees, the Review Committee will make a recommendation to the employee's Section Chief as to the continued use of sick leave bank hours. The Human Resources Division will meet with the employee to discuss further options, to include use of FMLA leave.

3.3.3 In order to forward a recommendation at least three members of the Review Committee must have participated in the review process. Review may occur through electronic means.

3.3.4 The Section Chief will make the final decision based on the Review Committee's recommendation.

4.0 Employees will not be eligible to use the Sick Leave Bank unless they have used all of their own vacation and sick leave and any accrued holidays.

4.1 Exception: Employees using the Sick Leave Bank under 2.2 will not be required to have used their own vacation and sick leave and any accrued holidays.

5.0 Employees who wish to donate leave must either complete the Sick Leave Bank Donation form and submit it to the Human Resources Division or respond to the email from the Payroll Coordinator regarding donating "use or lose" vacation hours.

6.0 Donated hours are not tax deductible.

7.0 Final decisions regarding approval for usage of the Sick Leave Bank rests with the Fire Chief or his designee. The Fire Chief's or designee's decisions, denials or awards pertaining to the Sick Leave Bank are not subject to review under Personnel Policy and Procedure Grievances and Appeals.

Replaces policy dated March 29, 2023