

Policy Title: Extended Sick Leave Bank	Policy Number: HR1002
Department: Human Resources	Date of Original: 7/1/2019
Manager Approval: Christine Jennings	Date of Last Revision: 12/23/2025
Policy Committee Approval:	Page: 1 of 4

I. Purpose

The Extended Sick Leave Bank (ESLB) is established to provide a mechanism whereby employees may donate sick hours for the benefit of an employee that has an unexpected illness or injury and to provide eligible employees with additional paid sick leave in the event of a personal unexpected illness or injury, once their own vacation/sick time has been exhausted.

II. Scope

Eligibility

- All regular full-time employees of Kingman Healthcare Center. Part Time, PRN and temporary employees are not eligible. Employees who have completed at least one year of continuous employment are eligible to participate in the ESLB.
- Employees must be in good standing, with no history of disciplinary action related to attendance or misuse of leave within the past 12 months.
- Employees must use all personal sick and vacation time before ESLB can be used.

III. Policy

Donation Guidelines

- Participation is voluntary and cannot be designated for a specific employee. Donated hours are converted into the equivalent dollar value according to donors' current wage and added to the balance of the sick bank account.
- Employees must retain at least 80 hours of accrued sick leave after the donation.
- Employees wishing to donate sick leave must complete the necessary forms detailing the number of hours they wish to donate.
- Employees can contribute a minimum of 8 hours of their accrued sick leave.

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- After an employee has donated sick leave, the employee will not be eligible to withdraw his/her donation. The Hospital encourages each employee to judge carefully the amount of sick leave he/she can afford to donate based on his/her possible personal needs.

Qualifying Conditions for Use

A medical condition of the employee or his/her family member that would require the employee's prolonged unexpected absence from work and resulting in a substantial loss of income because the employee would have exhausted other paid leave available to him or her.

The ESLB **may** be used in the following situations:

- A serious personal health condition as defined under the Family and Medical Leave Act (FMLA) that requires continuous absence from work.
- Recovery from non-elective major surgery, serious illness, or injury that renders the employee unable to perform their job.
- Caring for a sick spouse, child, parent or grandparent. (Unless otherwise approved by ESLB Committee)
- Extended hospitalization or recovery due to an unexpected event. (e.g., cancer treatment, organ transplant, surgery complications, or extended return to work release).

The ESLB **cannot** be used for:

- Routine medical procedures or minor illnesses.
- Maternity/Paternity Leave
- Disabilities covered under Workers' Compensation (unless otherwise coordinated).

Request Process

- To request ESLB assistance, the application must be completed and returned to Human Resources. Any request for assistance will need to be supported by a medical statement obtained from a provider prior to any financial support. Forms are available in the Human Resources Office or on the employee portal at kingmanhc.org.

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- Donated hours will be converted into the equivalent dollar value based upon the Recipient's current wage. The intent is wage continuation for the employee.
- Donated hours will be added as a salary amount to the Recipient on normal paydays, not to exceed regularly scheduled gross pay.
- Payroll taxes, on hours received, will be deducted from the Recipient's paycheck at the time they are received by the Recipient. The hours provided will be handled the same as hours worked/earned and will be included on the W-2.
- If multiple employees have been approved to use donated sick leave at the same time, approved requests will be fulfilled in the order in which they were submitted.

Approval and Limitations

- All requests will be reviewed by CEO, CFO, CHRO, DON and Clinic Director. Every effort will be made to review requests as soon as possible, given the urgency of the employees' need. In most cases, a decision will be reached within five working days. If information is missing, a decision could take as long as ten working days.
- Exceptions will be considered on a case-by-case basis.
- Requests may be approved for up to **80 hours (2 weeks)** per incident.
- Employees may not receive more than **160 hours (4 weeks)** from the ESLB in a rolling 12-month period.
- Requests may be partially approved or denied if documentation is insufficient or the bank is depleted.

Confidentiality

All medical information and ESLB request materials will be kept strictly confidential in accordance with HIPAA and HR policies.

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Replenishment and Bank Management

- HR will maintain a ledger of donations and withdrawals from the ESLB.
- If the bank falls below a threshold (e.g., 160 hours), a special appeal may be made to employees for additional voluntary contributions.