



Official Memoranda

HUMAN RESOURCES

TO: Agency Personnel Administrators
FROM: Alan J. Mazzola, Deputy Commissioner
RE: Management Personnel Policy 97-1, Sick Leave Bank
DATE: February 18, 1997

Below is a copy of Management Personnel Policy 97-1 relating to the new Sick Leave Bank for managers. The purpose of this Bank is to provide sick leave benefits to managers who have exhausted vacation time (in excess of 60 days) sick leave, personal leave and compensatory time have been exhausted due to serious illness/injury.

This fund will be established through contributions of hours from both the State and managers (who choose to participate). Enrollment information will be distributed shortly. Those electing to enroll will be required to contribute the hourly equivalent of one day toward the Bank. Any manager requesting the use of this benefit will make an application to the Management Committee. The Committee will approve/disapprove this benefit based on the enclosed criteria. The benefit period shall not exceed more than 200 ½ days in any one fiscal year.

Please make your managers aware of this policy.

If any personnel office has any questions, feel free to contact Peter Rozantes at 860.566.5570. All other employees are advised to contact their own personnel office.



Alan J. Mazzola, Deputy Commissioner

Department of Administrative Services

Encl.

97-06

MANAGEMENT PERSONNEL POLICY 97-1

Sick Leave Bank

Section One. Definition. There shall be an Emergency Sick Leave Bank to be used by full-time permanent managers. For purposes of this Management Personnel Policy, "manager" means an employee designated as a manager in accordance with Connecticut General Statutes, Sections 5-196 (cc) or 5-270 (g).

Section Two. Eligibility. A manager shall be eligible to use sick leave benefits from the bank when:

- (a)** The manager has been employed by the State for two (2) or more years.
- (b)** The manager has exhausted all sick leave, personal leave, and compensatory time.
- (c)** The manager has exhausted vacation leave in excess of sixty (60) days.
- (d)** The illness or injury is not covered by Workers' Compensation or

such compensation benefit has been exhausted.

(e) An acceptable medical certificate supporting the continued absence is on file.

(f) The manager has not been disciplined for sick leave abuse during the two (2) year period preceding application for the benefit; provided, however, the committee may waive this requirement.

(g) The manager has made a determination in writing on a form provided by the employer to participate in this sick leave bank plan and to allow the State to deduct such time as is specified in this Management Personnel Policy to administer the bank. This determination shall be made at the time of the establishment of this bank. For employees not designated as managers as of the effective date of this item, determination to participate in this sick leave bank plan shall be made after the employee has met the provisions of Section Two (a) above..

Section Three. Benefit Amount. Benefits under this Article shall be paid at the rate of one-half (1/2) day for each day of illness or injury. Payments shall begin on the sixteenth (16th) day after the exhaustion of leave or Workers' Compensation benefit, as provided in Section Two. No manager shall be eligible to draw from the bank more than once per fiscal year, nor more than two hundred (200) one-half (1/2) days per fiscal year of illness or injury, nor if the fund is depleted. Managers receiving benefits under this policy shall not accrue vacation or sick leave during the period of benefits or be eligible for holiday or other paid leave benefits during such period.

Section Four. Retention of Position. The Employer shall hold the position of any manager who has been placed on sick leave bank for a period of not less than forty-two (42) calendar days. If a manager remains on the sick leave bank for more than forty-two (42) calendar days, he/she, pursuant to the provisions of Connecticut General Statutes, Section 5-248a, shall be entitled to an equivalent position with equivalent pay in state service if he/she returns to work within twenty-four (24) weeks of his/her initial placement on the sick leave bank. This provision shall not preclude agencies from holding the position for longer periods up to and including the actual length of the leave.

Section Five. The Fund. The fund is established through contributions of hours from both the State and participating managers. Effective on the first day of the payroll period following approval of this management personnel policy, each participating full-time manager employed for two (2) or more years shall contribute the hourly equivalent of one day toward the sick leave bank. Said contribution shall be deducted from their individual sick leave balance on such date. Effective that same date, the Employer shall contribute 1,000 hours to the fund.

Any participating manager who becomes eligible to utilize the sick leave bank through completion of two (2) years of employment shall contribute the hourly equivalent of one day toward the sick leave bank at that time..

If at any time the fund should fall below 5,000 hours, the Committee referenced in Section Six shall recommend a modification in this Management Personnel Policy. Any adjustments that are made will be made through an amendment to this Management Personnel Policy.

Section Six. Administration of the Program. An eligible manager requesting use of emergency sick leave may make application on the prescribed form to a Management Committee established to administer the program. Said Committee shall be comprised of two (2) members; one (1) from the Employer and one (1) from the Management Advisory Council. Any determinations made by this Committee must be unanimous. The Committee shall have full authority to grant benefits and administer the program in accordance with the provisions of this policy. When a manager returns to work, or when sick leave bank benefits have been exhausted, the appointing agency will notify the Committee, in writing, with the total number of hours used by said manager. Time off without loss of pay or benefits shall be granted to Committee members to attend meetings as necessary to administer this program.

The actions or non-actions of the Committee shall in no way be subject to collateral attack or subject to any appeal process. The Committee shall not be considered a State agency, nor shall it be considered a board or other subdivision of the Employer. All actions shall be taken at the discretion of the Committee, and no request shall be construed as a contested case.

This Management Personnel Policy supersedes Connecticut General Statutes, Section 5-247 and Regulations 5-247-5 and 5-247-6.

This Management Personnel Policy is approved in accordance with Connecticut General Statutes, Section 5-200 (p).

This item is effective upon approval.

Approved by: Date:

Alan J. Mazzola, Deputy Commissioner of Administrative Services

Michael W. Kozlowski, Secretary, Office of Policy and Management

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