

## Appendix A

### Framingham Public Library Sick Leave Bank

#### **1. Establishment**

A sick leave bank will be established for all employees covered by collective bargaining at the Framingham Public Library, effective February 1, 2000.

#### **2. Membership**

- a. Participation of all eligible employees is mandatory. Eligible employees include all permanent full and part-time staff covered by the collective bargaining agreement. Future hires will be advised of this benefit and mandatory contribution during their orientation.

After one year of employment, each eligible employee shall contribute two sick days. In the event that an employee has no available sick days to contribute, they shall contribute the first two available sick days to the bank.

- b. If, after amassing one hundred (100) days of sick leave, the Sick Leave Bank falls below one hundred days, it shall be replenished by the contribution of one additional day of sick leave from each eligible employee. Each member of the Bank will be notified prior to any such additional deduction. Such additional days will be deducted from the employee's accumulated sick leave. In the event that an employee has no available sick days to contribute, they shall be required to contribute their first available sick day.
- c. An employee who retires, terminates or otherwise leaves the employ of the Framingham Public Library, and who has accrued sick days at the time of severance from employment, shall donate accrued sick leave days to the Sick Leave Bank up to a maximum of ten days plus one sick leave day for each year of the employee's service with the city. It is explicitly understood that such donation shall only take place after a retiring employee has availed themselves of any and all contractual benefits regarding residual sick days.
- d. The donation of sick days by any employee at any time to the Sick Leave Bank shall not be construed as the actual use of sick days and will not affect any contractual benefits related to the use of sick days.

#### **3. Sick Leave Bank Committee**

A Sick Leave Bank Committee of three members shall administer the Sick Leave Bank. They shall include the Director of the Library or their designee, a member of the Union Executive Committee (to be rotated annually), and a member of the library staff (also to be rotated annually). Rotations shall take place at the end of the fiscal year.

All eligible employees shall be required to serve. Members of the Committee will be chosen from the executive committee and the rank and file based on alphabetical order of employees' last names.

The Sick Leave Committee shall govern all phases of the Bank by majority vote.

The Sick Leave Bank will be administered by the Sick Leave Bank Committee through the administrative office of the Library. The Committee, with the assistance of the administrative office, shall provide an annual accounting of the Sick Leave Bank to all the members of the Sick Leave Bank. Such accounting shall be made in the first quarter of each fiscal year following the establishment of the bank.

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#### **4. Rules and Regulations**

- a. Sick Leave Bank benefits will be available for serious illness only. Serious illness shall be defined as one which, diagnosed by a physician, will result in an employee's absence from work. A second opinion by a physician designated by the Sick Leave Bank Committee may be required.
- b. Copies of a doctor's certificate for illness in excess of five working days for any member of the Bank shall be forwarded to the Secretary of the Sick Bank Committee.
- c. An individual must be employed by the Framingham Public Library for a minimum of six months and must be covered by the collective bargaining unit of the Framingham Public Library to be eligible for Sick Leave Bank benefits.
- d. A maximum of thirty (30) days per fiscal year may be drawn from the bank by any individual.
- e. Eligibility for Sick Leave Bank benefits will be subject to a review of the employee's Sick Leave Record. Indication of the misuse of personal sick leave may result in ineligibility for Sick Leave Bank benefits.
- f. Members must exhaust all accrued sick days and personal days before drawing days from the bank. Application to the Bank Committee may be made prior to the expiration of sick and personal days.
- g. All decisions may be appealed back to the Sick bank Committee for review. Only one appeal per request for Sick Leave Bank benefits will be heard. After final such hearing or review all decisions of the Sick Leave Bank Committee shall be final.
- h. Rules and regulations may be changed by a majority vote of union members with the consent of the Director of the Library.