

## **UPI Sick Leave Bank FAQs**

### **1. What is the purpose of the UPI Sick Leave Bank?**

The purpose of the Bank is not to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when Employees lose compensation as the result of a catastrophic illness or injury or the need for extended child-rearing leave.

### **2. Who can join the UPI Sick Leave Bank?**

UPI bargaining unit members who have accumulated at least 12 sick days (must have 10 days left after the initial donation of 2 days to join).

### **3. How do I join?**

Complete the Sick Leave Bank Enrollment Form and submit it to the Office of Human Resources.

### **4. How many sick leave days do I have to donate?**

You must donate two days to join and one leave day per year after that. The first two days will be transferred to the sick bank when your enrollment form is processed. Thereafter, on the first pay period after July 1st of each year, one leave day will be transferred from your benefit days to the bank. The transfer of days will continue every year unless you fill out the revocation form.

### **5. Can I donate more than 2 sick leave days?**

During the initial enrollment period only, you can donate up to an additional 5 days (as long you have 10 days left after the donation).

### **6. What happens to the days I donate?**

They become the property of the UPI Sick Leave Bank.

### **7. Who can request days from the Bank?**

Anyone who has joined the UPI sick leave bank OR any member of the bargaining unit who did not have enough leave days to join the bank is eligible to request days once they have exhausted all of their own leave days.

### **8. I am a new hire and I do not have enough days to join. When can I join the bank?**

New members will have an opportunity to join once they have accumulated enough Sick Days - this should be roughly after seven months of full time employment. Details on this procedure will be announced shortly.

**9. How can I apply for days from the bank?**

The Sick Leave Bank Member Request Form will be on the UPI website and the portal or you may request it from the Benefits Office. The form should be returned to The Office of Human Resources.

If the request is for days to use as part of the Family Medical Leave Act, FMLA paperwork should also be completed (located on the portal) and sent to the Benefits Office to be approved.

**10. Who decides if a request to the Bank is granted?**

The UPI Sick Leave Bank is administered by a 3 person committee of UPI members. This committee makes all decision regarding requests from the bank.

**11. How many days can I request from the Bank?**

A maximum of 20 days can be requested and a member can only receive 20 days in a 12 month period.

**12. Can I get my donated days back if I chose to revoke my membership?**

No, once donated all leave days become the property of the UPI Sick Leave Bank.

**13. I have compensable sick days (earned from Jan.1984 to Jan.1998). Will those days be used?**

Compensable sick days will only be used for the bank if all other sick leave days are exhausted.

**14. How do I find out how many sick days I have accumulated during my employment at NEIU ?**

Log onto your NEIUport account and click on the employee tab. Then click on the Leave Details link located on the left side of the screen. Sick leave is recorded in hours. One day is equal to 7.5 hours. Sick leave is earned at a rate of 2 days/month for full time employees and is prorated by percent of employment for those members employed at less than 100%