

SICK LEAVE BANK

I. Purpose

Western Dakota Tech's (WDT) Sick Leave Bank provides an eligible employee, who has no other paid leave options, with income for qualifying medical absences.

II. General Statement of Policy

- A. WDT provides all permanent regular, full-time and permanent regular, part-time employees who qualify for WDT benefits an option to participate in WDT's Sick Leave Bank. The Sick Leave Bank provides income in the event the employee is subject to an illness, injury, or sudden unexpected medical condition that qualifies as a serious health condition as defined by the Family Medical Leave Act.
- B. It shall be a violation of this policy if it is determined that the Sick Leave Bank is being inappropriately used by misrepresentation of an employee's medical condition.

III. Definitions

- A. Eligible employee – worked for WDT for at least one (1) year as a permanent regular, full-time or permanent regular, part-time employee and is enrolled in the Sick Leave Bank.

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDT website.
- B. The Human Resource Director will review the policy at the employee's initial employee orientation.

Legal References: None