



Medical Leave Bank

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Purpose

- This program is intended to provide paid time off for hardship caused to an employee and employee's family if a catastrophic illness forces the employee to exhaust all leave time earned by that employee.



Background

- The Medical Leave Bank was proposed by the Policies Committee, Staff Council in 2005-2006;
- Extends paid leave for valuable members of the Truman work force;
- Provides a positive solution for staff faced with a family emergency situation, no accumulated leave, and all leave options have been exhausted;
- The Board of Governors approved the Medical Leave Bank in February 2007.

Open Enrollment

- Held annually from June 1 to June 30;
- Special Contribution Period – is a period of time where members may be asked to voluntarily contribute additional hours to replenish the bank between Open Enrollments;



Catastrophic Illness

- A catastrophic illness is defined as a serious health condition of an employee or the employee's spouse, child or parent which requires the employee's absence from duty for a prolonged period of time leading to the exhaustion of the employee's entire earned medical leave, annual vacation leave, compensatory leave time. In order to be defined as catastrophic, an illness must be seriously incapacitating, of extended duration, and certified by a physician.

Medical Leave Bank

- The Medical Leave Bank is a pool of leave days (medical or vacation) voluntarily donated by eligible Truman State University employees. The Medical Leave Bank provides paid medical leave to bank members who meet the eligibility requirements. Contributions and disbursements from the bank will be measured in “days.”



Who is eligible?

- Open to all non-faculty employees who earn leave balances (medical/vacation), have been employed at the university for a period of one-year or more, and have worked 1,250 hours or more over the previous twelve months;
- Membership in the bank – the donation of at least one day of leave (medical/vacation) during the Open Enrollment period – and the donation continues annually until the member discontinues membership;

Who is eligible? *(continued)*

- Upon initially joining the Bank, donors must have a minimum balance of 10 medical and 5 vacation days remaining after making the one-day donation; This requirement does not apply to renewals;
- Additional donations may be made to the bank at any time;
- Maximum donation is 5 -days of medical/vacation leave.
- Donors may not designate a particular staff member to receive donated leave;

Withdrawals

Requirements and Restrictions

- Available to members who have completely exhausted all earned medical leave, vacation leave, compensatory time;
- Not eligible if you are receiving disability or Workers' Compensation;
- Use of the bank will occur before any extended leave benefits are granted under Chapter 10 of the Board of Governors Code of Policies 10.060.1 – Extended Medical Leave.

Withdrawals

Requirements and Restrictions

- Application for leave from the Bank are submitted no later than 20 working days after the member's personal time (medical, vacation, compensatory) have been exhausted;
- Physician statement must accompany the application:
 - *Beginning date of the condition;*
 - *A description of the illness or injury;*
 - *Prognosis for recovery.*



Withdrawals

Requirements and Restrictions

- Requests must indicate the number of medical days required; Request for fewer than 5 days will not be considered;
- The Bank Administration Committee will provide a written decision to the member within seven (7) working days after receipt of the application;

The approved leave cannot exceed one-third of the days in the bank or 20 days per member for a 12-month period, whichever is less.

Withdrawals

Requirements and Restrictions

- Leave from the bank may only be used during the time the member is an employee;
- Any unused medical leave granted through the bank will be returned, not retained by the member;
- The bank is subject to the provisions of the Family Medical Leave Act (FMLA), leave from the bank will be included in the twelve (12) weeks of leave provided under the FMLA;

A Positive Balance of Days

- The bank must maintain a positive balance of leave days to remain in operation;
- If all donated days to the bank have been exhausted, then all bank operations will be suspended;
- The bank will stay closed until the next available *Open Enrollment* period, or if a *Special Contribution* period is authorized by the President of the University;



Example of Leave Bank Used

1. Mary is a staff member requesting leave and she has been employed full-time by the University for 6 years; She is a member of the Leave bank;
2. Mary has 4 weeks (20 days) of accrued sick leave available;
3. She has 4 weeks (20 days) of accrued vacation leave available;
4. She has no accrued compensatory time available;
5. Her leave qualifies for protection under the Family Medical Leave Act (FMLA);
6. The leave is for the employee and not a qualifying family member;
7. Her leave is *not* for a condition covered by Workers' Compensation
8. Mary has made a request which has been approved for 20 days from the Medical Leave Bank (MLB);

Assume -

- The Medical Leave Bank has sufficient days to grant the request;
- Benefit implications of paid/unpaid leave or sick or vacation leave accrued while the employee is on leave will not be addressed;

Example of Leave Bank Used

Day #	Current Policy	Proposed Policy
1-20	Paid ¹	Paid ¹
21-40	Paid ²	Paid ²
41-60	Unpaid³	Paid⁴
61-90	Paid ⁵	Paid ⁵
91-120	Paid ⁵	Paid ⁵
121-150	Unpaid ⁶	Unpaid ⁶
151-180	Unpaid ⁶	Unpaid ⁶
181-210	Unpaid ⁶	Unpaid ⁶
211-240	Unpaid ⁶	Unpaid ⁶
241-270	Exhausted	Exhausted

1. The employee exhausts all available sick leave
2. The employee exhausts all available vacation leave
3. The employee begins an unpaid, FMLA protected leave
4. The employee finishes a paid FMLA leave using MLB-granted time
5. Paid Leave covered under Chapter 10 of Board Policy with the President's approval
6. Unpaid Extended leave covered under Chapter 10 of Board Policy with the President's approval

Administration

- Two committees administer the Medical Leave Bank –
 1. Bank Administration Committee – six (6) members appointed by the President;
 2. Bank Appeals Committee – three (3) members appointed by the President;

Bank Administration Committee

- Composition of the committee –
 - *One administrative representative;*
 - *One contract representative (non-union);*
 - *One-hourly representative (non-union);*
 - *One Staff Council representative;*
 - *One Physical Plant representative (union or non-union)*
 - *Human Resources representative (non-voting chair);*

- Initially , 3 –members will serve for 1-year; and 3 members for two years; No member will serve more than two consecutive terms;

Bank Administration Committee

Position	Name	Term Limit
Administrative	Maria Di Stefano	2 years
Contract, non-union	Jill Graves	1 year
Hourly, non-union	Linda Yager	1 year
Physical Plant, union or non-union	Tim Baker	2 years
Staff Council	Vicky Wehner	1 year
HR, Non-voting	Curt Devan	Indefinite

Administration

- Bank Administration Committee –
 1. Approve or deny member applications;
 2. Monitor and report periodically to the President, Staff Council the –
 - *Bank status based on the monetary value of the days donated and days used;*
 - *Annual Evaluation of the Medical Leave Bank*
 3. **Confidential information** submitted as part of the application or appeal process will not be released;

Bank Appeals Committee

- Composition of the committee –
 - One administrative representative;
 - One contract representative ; and
 - One-hourly representative;
- Initially, 2 –members will serve for 1-year; and 1 members for two years; No member will serve more than two consecutive terms; The President will appoint one of the three members to serve as Chair of the Committee.

Bank Appeals Committee

Position	Name	Term Limit
Administrative	Mark Gambaiana	2 years
Contract, non-union	Erika Woehlk	1 year
Hourly, non-union	Liz Bradley	1 year

Appeals

- The Bank Appeals Committee shall provide final determinations on Member appeals when a request has been denied by the Bank Administration Committee.
- Members may appeal decisions made by the Bank Administration Committee by submitting a written appeal to the Bank Appeals Committee via the Human Resources Office within 20 working days;
- The Bank Appeals Committee response shall be in writing to the Member and shall be provided within 7 working days of the date of the appeal.

Annual Leave Bank Evaluation

- Outlines the annual usage for the past fiscal year;
- *Must include* –
 - Number of full-time equivalent medical and vacation days donated to the bank;
 - Number of full-time equivalent days granted from the Bank;
 - Dollar value of days granted based on salary of donor;
 - Dollar value of days used based on salary recipient;
 - Number of full-time equivalent days in the bank at the end of the year to roll over; and
 - Dollar value of days in the Bank at then end of the year to roll over.

Points of Contact

- Curt Devan, director of human resources, at devanc@truman.edu
- Matt Moore, benefits coordinator, at mrmoore@truman.edu



Questions?