

# CLASSIFIED LEAVE BANK

This program (AP 7346) allows Classified Unit Members to donate sick or vacation leave. Enrollment is every May. Participants can withdraw up to 40 days of leave for catastrophic events after exhausting their own balances.

## KEY RESOURCES

- Submission: Director of HR
- Monitoring: Payroll office records
- Emergency: Blast if bank < 50 days



### 1. ENROLLMENT

Enroll in May or donate anytime. FT staff: 8 hrs min; PT staff: 4 hrs min. Sick and/or vacation leave accepted. Balance must stay above 10 days.



### 2. REQUESTS FOR USE

Must be an active participant. Exhaust all full-paid leave. Submit application to Director of HR (HRLeave@swccd.edu) with physician verification of illness/injury.



### 3. COMMITTEE REVIEW

The Committee (2 District, 2 CSEA) reviews requests. Approval requires 3+ affirmative votes. Decisions are final and binding.



### 4. ALLOCATION

Initial allocation: up to 20 days. Second block: up to 20 days. Max limit: 40 days per catastrophic event. Unused days return to the bank.