

# FACULTY LEAVE BANK

This program (AP 7345) applies to Faculty Unit Members seeking to utilize the Catastrophic Leave Bank, which consists exclusively of donated sick leave days.

## KEY RESOURCES

- Tracking: Check MySWC account
- Monitoring: Payroll office records
- Emergency: Blast if bank < 50 days



### 1. ENROLLMENT

Enroll in March or donate anytime. New hires can donate immediately. FT: 1 day (7 hrs); PT: 4 hrs. Max 5 days/year. Balance must stay > 10 days.



### 2. PARTICIPATION

Must be a current participant who contributed prior to request. Exhaust all full-paid leave categories. Not receiving Workers' Compensation payments.



### 3. APPLICATION

Submit completed packet to Director of HR (HRLeave@swccd.edu). Include physician verification stating nature of illness and duration.



### 4. ALLOCATION

Committee (2 Dist, 2 Assoc.) reviews. 3+ votes required. Max 40 days per event (20 initial + 20 additional). Unused days return to bank.