

HENRY FORD COMMUNITY COLLEGE SUPPORT STAFF ASSOCIATION (HFCC-SSA) EXTENDED SICK AND ACCIDENT PLAN (Sick Leave Bank)

An extension of the sick and accident benefits provided by the HFCC-SSA are herein set forth in a plan established for the benefit of employees who have exhausted their sick leave, vacation leave, and personal leave, as a result of a prolonged illness or injury. This plan shall apply to all eligible HFCC-SSA employees. Any contributions of sick leave days to this plan shall be entirely on a voluntary basis and non-returnable.

Contribution of Sick Days

In order to establish the bank, the initial donation will be two (2) days; subsequent donations to replenish the bank will be a maximum of one (1) day per year and will be made on an as needed basis. A day shall be considered as an employee's normal work hours per day. For example, an eight (8) hour employee shall contribute eight (8) hours and a four (4) hour employee shall contribute four (4) hours.

Appointment of the Committee

The committee shall consist of six (6) members: three (3) members of the HFCC-SSA, and three (3) members of Administration.

Requirements for Eligibility for Membership

In order to become a member of this extended sick and accident plan, the employee must meet the following requirements:

1. Have a minimum of three (3) consecutive years of seniority with the HFCC-SSA.
2. Have a balance to the employee's credit of a minimum of twenty (20) work days in any combination of sick leave, vacation, and personal leave.
3. Contribute the required number of initial sick leave days.
4. Sign necessary application and authorization form.

Membership

The initial enrollment period shall be from April 16, 2012, through April 30, 2012, and February 1 through February 15 every year thereafter. If an employee does not apply for membership during the initial period of April 16, 2012, through April 30, 2012, they shall not be eligible to apply until the enrollment period the following year. The following rules shall apply:

1. Employees hired on and after the effective date of this plan may apply for membership from February 1 through February 15 each calendar year after they have completed three (3) consecutive years of service with the employer.
2. Eligibility will be verified by the Office of Human Resources.
3. An employee will no longer be eligible to participate in this plan if they transfer to a classification outside of the HFCC-SSA.
4. If an employee transfers back to the HFCC-SSA, they may reapply in the normal manner.
5. If an employee chooses to withdraw from the plan, they may do so only during an enrollment period each year (February 1 through February 15).
6. If an employee chooses to reenroll in the plan, they may do so only during an enrollment period (February 1 through February 15). At this time, the employee will be required to donate one (1) day.

Benefits

A member of this plan who applies for benefits shall meet the following provisions:

1. To be eligible for benefits under this plan, an employee must be off work, due to a current medical condition, for a period of a minimum of twenty (20) work days within twelve (12) months of the request. An employee must also have a minimum of twenty (20) days of accumulated leave (sick, vacation, or personal) to cover the first twenty (20) days off.
2. Payments shall not be made until all sick, vacation, and personal leave days have been exhausted, including those in excess of twenty (20) days referred to in Number 1.
3. Members must be under doctor's care. No benefits will be paid for time lost due to an illness unless a doctor's statement of proof of illness is submitted.
4. Cosmetic surgery is not covered under this plan unless it is a result of a recent injury or illness.
5. An employee's benefits shall cease upon service retirement, a duty or a non-duty disability retirement, upon being placed on disability by Social Security, or upon death.
6. The committee may make exceptions to Number 1, if an employee has been off work from time to time because of the same illness or injury and; therefore, has used paid leave to the extent that he/she is unable to meet the eligibility requirements in Number 1.
7. If disabling complications arise as a result of a pregnancy, the committee will consider requests for benefits on an individual case basis.
8. An employee is not eligible for benefits while receiving workers' compensation or when on leave.
9. The committee may award a maximum of twenty (20) days.

Accumulation of Leave Days

1. While drawing benefits under this plan, the employee shall continue to accumulate vacation, sick leave and shall be entitled to personal leave days as provided for other employees.
2. The accumulated days shall be charged in the following order:
 1. Sick Leave
 2. Personal Business Days and/or
 3. Vacation

General Provisions

1. All benefits under this plan shall be approved by the committee. **Donating to the bank does not guarantee time awarded.** The committee will consider the past use of sick time when determining approval to receive the additional benefit.
2. Any paid holiday by the Board of Trustees will replace a benefit day.
3. Once days are contributed, they cannot be withdrawn.
4. This plan will apply even if the employee is covered by other insurance policies.
5. The decision of the committee is final and cannot be grieved.

April 16, 2012