

**YSU ACE**  
**EMERGENCY SICK LEAVE RESERVE**

**A. Establishment:**

1. Each bargaining unit employee who has completed his/her initial hire probationary period may donate a minimum of 16 hours, up to a maximum of 40 hours, of his/her accumulated sick leave to the Emergency Sick Leave Reserve (ESLR) during the enrollment period. Enrollment periods will be from September 1 through September 30 of each academic year. An employee who was not eligible during the enrollment period will have four (4) weeks in which to enroll after completing his/her probationary period. Participation shall be voluntary. The donated hours are not returnable.
2. For purposes of this policy, the year will run from September 1 through the following August 31.

**B. Operational Procedures:**

1. Use of hours from the ESLR will be limited to those individuals who have donated (and, when necessary as determined by the ESLR Committee, are continuing to donate) to the bank. The ESLR Committee will meet each year between August 15 and August 31 to establish the amount of donation for the forthcoming year. This amount may be less than sixteen hours and may be zero if the ESLR Committee determines that there is sufficient balance in the bank for that year. During the year, the ESLR Committee may declare an emergency and ask bank members to donate an additional amount to keep the bank solvent. Such additional amounts will not count toward the following year's donation. Unused days from one year will be advanced to the next.
2. Use of hours from the ESLR will be limited to medical conditions of a non-routine nature. Use of hours will not be considered in lieu of Child Care Leave, for instance, but could be granted in cases of the inability of the employee to return to work after completion of Child Care Leave due to medical complications after the birth of a child. Hours from the ESLR may be requested for the use of the bank member and/or due to illness/injury of the member's spouse or dependent children, or any other person in the bank member's immediate family, as defined by Article 15.1(D). A physician's statement must accompany the application in order to be considered. The application form and physician's statement are to be forwarded to the Executive Director of Human Resources. Upon receipt of all information, the ESLR Committee will make a decision within ten (10) working days.
3. Use of hours from the ESLR will be considered only after the bank member has exhausted all of his/her sick leave days.

4. In any two-year period, the maximum number of hours that an eligible member may borrow is the number of hours the employee is scheduled to work each pay period not to exceed three months.
5. In the event the ESLR is disbanded, unused hours will be returned to participating members on a prorated basis.

**C. Emergency Sick Leave Reserve Committee:**

1. The ESLR will be operated on a voluntary basis consistent with state law. A committee shall be formed to administer the ESLR and to provide the information whereby the Executive Director – Human Resources or his/her designee will keep the records. This committee shall be empowered to adopt rules and regulations and to make decisions required to administer the ESLR, consistent with the terms of the Agreement. This committee will be entitled the “Emergency Sick Leave Reserve Committee” (hereafter the ESLR Committee) and shall be composed of three (3) members appointed annually as follows:
  - (i) One member designated by the president of YSU-ACE
  - (ii) One member designated by the Executive Director of Human Resources
  - (iii) A bank member selected by the above two members.
2. During its August meeting, the ESLR Committee will choose a chairperson from among its three members. The Chairperson will be rotated annually.
3. Should a vacancy occur on the ESLR Committee, a replacement for the vacant position shall be appointed by the authority making the original appointment.
4. The ESLR Committee will be responsible for developing the forms, if any, needed to operate the ESLR.
5. The ESLR Committee shall, during August of each year, review and amend (if necessary) the bank’s rules and regulations. All members and potential members will be notified of any changes before the beginning of the new enrollment period.