

**YOUNGSTOWN STATE UNIVERSITY**  
**YSU APAS EMERGENCY SICK LEAVE BANK**

**A. Establishment:**

1. Each member of the YSU APAS bargaining unit may donate one day of his/her accumulated sick leave to the YSU APAS Emergency Sick Leave Bank (ESLB) during the enrollment period. Enrollment periods will be from July 1 through August 1 of each year. New APAS members hired after the year has started will have four (4) weeks in which to enroll. Participation shall be voluntary. The donated day is not returnable. (Exceptions may be made for the initial start-up.)
2. For purposes of this policy, the year will run from July 1 through the following June 30. (Exceptions may be made for the initial start-up year.)

**B. Operational Procedures:**

1. Use of days from the ESLB will be limited to those individuals who have donated (and, when necessary as determined by the ESLB Committee, are continuing to donate) to the bank. The ESLB Committee will meet each year between June 1 and June 15 establish the amount of donation for the forthcoming year. This amount may be less than one (1) day and may be zero if the ESLB Committee determines that there is sufficient balance in the bank for that year. During the year, the ESLB Committee may declare an emergency and ask bank members to donate an additional non-returnable day (or fraction thereof) 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 days from the ESLB will be limited to medical conditions of a non-routine nature. Use of days 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. Days from the ESLB 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 O.A.C. 123:1-47-01 and the collective bargaining agreement. 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 ESLB Committee will make a decision within ten (10) working days.
3. Use of days from the ESLB will be considered only after the bank member has exhausted all of his/her paid leave days.
4. The maximum number of days that a member may borrow is 20% of the total number of days in the ESLB at the time of application.
5. The decisions of ESLB Committee shall be final and binding.
6. In the event the ESLB is disbanded, unused days will be returned to participating members on a prorated basis.
7. Upon return to work at YSU, a member who has borrowed days will be required to pay back those days at the rate of four (4) sick days per academic year until the total number of days borrowed has been restored to the bank. This requirement will be waived if the member requires those days in a given year due to illness. Any outstanding balance of sick leave days borrowed from the ESLB will be subtracted from the member's accrued sick leave days before conversion at retirement (Article 14.2).

### **C. YSU APAS Emergency Sick Leave Bank Committee:**

1. The ESLB will be operated on a voluntary basis consistent with state law. A committee shall be formed to administer the ESLB 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 ESLB. This committee will be entitled the "YSU APAS Emergency Sick Leave Bank Committee" (hereafter the ESLB Committee) and shall be composed of three (3) bank members appointed annually as follows:
  - (i) The president of the YSU APAS or his/her designee
  - (ii) The Executive Director of Human Resources or his/her designee
  - (iii) A bank member selected by the above two members.
2. During its annual meeting, the ESLB Committee will choose a chairperson from among its three members.
3. Should a vacancy occur on the ESLB Committee, a replacement for the vacant position shall be appointed by the authority making the original appointment.
4. The ESLB Committee will be responsible for developing the forms, if any, needed to operate the ESLB.
5. The ESLB Committee shall annually 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.