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Sick Leave Donation Program – Process

Annually, at the time of Health Benefits Open Enrollment, CSEA represented employees and Non-Union Managers may enroll in, or withdraw from, the Sick Leave Donation Program. At the time of enrollment, an employee must have at least 1 year of employment with Ulster County and at least ten (10) days of accrued sick leave.

Sick leave day(s) will be transferred from accruals to the Sick Leave Donation Program account in the first pay period in January of the upcoming year. The exception is this first year of the Program. First year enrollment will take place before 1/31/2009; two sick leave days will be transferred from accruals during the payroll of 2/6/2009. Sick Leave Donation Program leave pay will be available for use on 3/1/2009.

Enrollment:

- After reading the full description of the Sick Leave Donation Program, an enrollment form will be filled out, signed and dated by the employee and given by the employee to their department head (also referred to as the Appointing Authority), or designee.
- The department head, or designee, will fill out and sign the next part of the form attesting to the amount of sick leave the employee has on the books. The department head will send the application in a sealed envelope by interoffice mail to The Sick Leave Donation Review Panel, Personnel Department 244 Fair Street, Kingston, NY
- Personnel Department will review the application for eligibility. The applicant will be notified if eligible and approved or not by Personnel Department via interoffice mail, within five (5) business days of the receipt of the application. The payroll clerk and Payroll Department will be copied if enrollment is granted.

Upon enrollment, two (2) days of sick leave will be donated and, at the start of the new calendar year, deducted from the employee's accruals. Renewal will happen automatically at the start of each year (unless a Withdrawal Notice has been received by the Sick Leave Donation Review Panel) and one (1) day will be donated with each automatic renewal. A renewal notice will be sent to all Sick Leave Donation Program members before the donated day is transferred out of accruals.

Withdrawal from the Program:

- The employee who wishes to withdraw (be removed from) from the Sick Leave Donation Program must do so by filling out, signing and sending the Withdrawal Notice to The Sick Leave Donation Review Panel, Personnel Department 244 Fair Street, Kingston, NY 12401.
- Within five (5) business days of the receipt of the Withdrawal Notice, the employee will be notified by The Sick Leave Donation Review Panel via interoffice mail that the Withdrawal Notice has been received and processed.
- Automatic withdrawal from the Sick Leave Donation Program will occur upon termination of employment with Ulster County.
- There will be no refund of any sick days previously donated.

Request to Use Sick Leave Donation Program's Leave Pay:

- A Sick Leave Donation Program Leave Pay Request Form will be filled out, signed and dated by the employee and given by the employee, along with any and all attending physician information and notes pertaining to this leave pay request, to their department head (also referred to as the Appointing Authority).
- Within five (5) business days of the date it is received, the department head will fill out and sign the next part of the form, attesting to the facts on the form. The department head will send the application, and all attending physician information and notes pertaining to this leave pay request in a sealed envelope by interoffice mail to the Sick Leave Donation Review Panel, Personnel Department 244 Fair Street, Kingston, NY 12401
- The Sick Leave Donation Review Panel will review the application and either approve or deny the withdrawal of leave pay from the bank. The applicant will be notified by this Panel via mail to the applicant's home address within ten (10) business days of the receipt of the application by the Panel. The payroll clerk, and Payroll department will be copied if request is granted.
- No more than twenty (20) days will be granted per request. An employee is entitled to make additional requests which will be considered by the Sick Leave Donation Review Panel.

Emergency Donation Solicitation:

- In the event the bank gets depleted in any given year, emergency donations will be solicited. The additional donations are entirely voluntary, as is membership in the Sick Leave Donation Program.
- An Emergency Donation Solicitation Form will be sent to all members of the Sick Leave Donation Program asking for the additional day.
- The same process as the initial enrollment form will be followed using the Emergency Donation to Sick Leave Donation Program form.