



The Union of the Employees of Westchester County

Civil Service Employees Association, Inc.

AFSCME Local 1000 – AFL-CIO

*We Make Westchester Work!*

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New York's LEADING Union – CSEA's First Local Government Unit Established in 1947 – Representing Over 3,000 Employees of Westchester County

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**EXECUTIVE BOARD**

**Kwabena Manu**

*President*

*(914) 995-2741*

**Elio Giuliani**

*1<sup>st</sup> Vice President*

*Union Representative*

*(914) 995-2152*

**Anthony Savastano III**

*2<sup>nd</sup> Vice President*

*(914) 231-2863*

**Sal Sgro**

*3<sup>rd</sup> Vice President*

*(914) 813-5713*

**John Infelice**

*4<sup>th</sup> Vice President*

*(914) 813-7124*

**Teri Rella**

*Secretary*

*(914) 995-3319*

**Hattie Adams**

*Treasurer*

*(914) 995-3675*

**Jorge Vargas**

*Sergeant-At-Arms*

*(914) 813-6348*

**Juliet Aguiar**

*Union Representative*

*(914) 995-2767*

**Tim Cronin**

*Union Representative*

*(914) 995-2736*

**UNIT OFFICE**

112 East Post Road

Suite 420

White Plains NY

10601-5113

**(914) 995-2151**

February 1, 2017

**CSEA UNIT 9200 MEMBERS,**

**It is open enrollment month for the CSEA Emergency Sick Leave Bank!!**

**The Emergency Sick Leave Bank will NOT be requesting donations for 2017 for current members. Attached, you will find general information, rules and policies, a continuing membership application and first time membership enrollment form. Please read all forms carefully and see your timekeeper with any questions.**

**Thank you,**

**Emergency Sick Bank Committee**



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#### EMERGENCY SICK LEAVE BANK

CSEA Unit 9200 members are eligible to join the **Emergency Sick Leave Bank** after 13 consecutive months of employment. Open enrollment is the month of **February** each year. New members must obtain an enrollment card from their timekeeper, complete it and *submit it back to their timekeeper no later than February 28th, 2017*.

By joining the Emergency Sick Leave Bank, you continue on the payroll in the event of an extended illness that depletes all your Sick Leave, Annual Leave, and Personal Leave hours.

If you were a member of the Emergency Sick Leave Bank prior to 2007, you will not be considered a new member. You must donate the required number of days as an existing member as follows:

- Two (2) days in October 2007
- One (1) day in June 2008
- One (1) day in September 2008
- One (1) day in February 2009
- One (1) day in February 2010
- One (1) day in February 2016
- One (1) day in February 2011
- No donation in 2012
- No donation in 2013
- No donation in 2014
- No donation in 2015

If you have not donated the total of eight (8) days since October 2007, you must “catch up” to keep your Emergency Sick Leave Bank membership active (e.g., if you donated only three (3) days since October 2007, you must donate the remaining five (5) for a total of eight (8) days.)

If you joined the Emergency Sick Leave Bank in February 2009 as a new member (donated two (2) days), you should have donated one (1) day in 2010 and one (1) day in 2011 for a total of four (4) days. If you joined the sick bank in February 2010 as a new member (donated two (2) days), you should have donated one (1) day in 2011 for a total of three (3) days.

Please visit the CSEA 9200 Emergency Sick Leave Bank website at <http://www.csea9200.com/SickBank.htm> for additional information.



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#### EMERGENCY SICK LEAVE BANK – RULES AND POLICIES

Whereas it is understood that the Westchester County CSEA Unit 9200 Emergency Sick Leave Bank Benefit is as important as Health Insurance; Whereas it is understood that the maintenance of a current available balance of Emergency Sick Leave Bank days is vitally important to the well being of the CSEA membership;

And Whereas it is understood that to continue to operate the Emergency Sick Leave Bank for the benefit of all CSEA Unit 9200 members is now dependent on the re-establishing of new polices and rules in order for the Emergency Sick Leave Bank program to continue to operate;

Therefore, these rules, revised as of January 2017, are being proposed at this time:

1. Prior or current members must have donated eight (8) days by February 29, 2016 (or donate balance due) to rejoin or continue membership in the Emergency Sick Leave Bank. Thereafter, prior members must donate eight (8) days plus any contributions required in subsequent years to rejoin.
2. New members must donate two (2) sick or personal leave days to the Emergency Sick Leave Bank. Thirteen (13) months of prior employment is required to join.
3. There shall be a six (6) month waiting period before applying for Emergency Sick Leave Bank leave requests for new members.
4. Personal leave days can be used in lieu of sufficient sick leave days to be donated.
5. Every year, on February 1st, all members may be required to contribute one (1) day from their sick or personal leave balance to the Emergency Sick Leave Bank, if necessary. Members will be notified in January if a donation is required for that year.
6. Audits of the Emergency Sick Leave Bank records, approvals, applications, donations, balances and all aspects of the administration of the program will be conducted bi-annually. (The Commissioner of Human Resources has designated an audit procedure).
7. Reapplication is required every forty (40) workdays with physician's documentation. A maximum of 13 pay periods (one hundred and thirty (130) working days) shall be approved in any case per member – any extensions must be appealed to the Executive Board.
8. CSEA Unit 9200 will announce the Emergency Sick Leave Bank balance on a regular basis both at membership meetings and on the [www.CSEA9200.com](http://www.CSEA9200.com) web site.
9. Date of Re-Establishment of Emergency Sick Leave Bank: December 1, 2008. CSEA Unit 9200 reserves the right to change these rules and policies as the need and desirability arise. Any Westchester County approvals will be summarily acquired as needed.

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### EMERGENCY SICK LEAVE BANK – APPLICATION FOR CONTINUING MEMBERSHIP

Dear Emergency Sick Leave Bank Member:

If you have not donated the required eight (8) days since October 2007, you must donate the outstanding days to “catch up” and continue your membership. Rejoining the Emergency Sick Leave Bank can only be done during the open enrollment period in **February** each year.

All applications must be submitted to your timekeeper NO LATER THAN **February 28, 2017**. Any submissions dated after February 28, 2017 will not be accepted for 2017 continued membership. Please keep a copy for your records.

#### APPLICATION FOR CONTINUING MEMBERSHIP

Print Name: \_\_\_\_\_ Dept.: \_\_\_\_\_  
Social Security #: \_\_\_\_\_

**I wish to continue my membership in the Emergency Sick Leave Bank. My timekeeper has verified that I donated \_\_\_\_\_ sick/personal leave day(s).**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**I am the Timekeeper for the above employee. I have deducted \_\_\_\_\_ day(s) from his/her sick/personal leave balance.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept.: \_\_\_\_\_ Phone #: \_\_\_\_\_