



Emergency Sick Leave Bank Policy

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

EMERGENCY SICK LEAVE BANK POLICY

Purpose: Emergency Sick Bank was reestablished on December 1, 2008.

The Emergency Sick Bank was established in conjunction with the County, CSEA, and includes all unrepresented Westchester County employees.

The primary purpose of the sick bank is to provide paid sick leave after a person has exhausted all sick, personal, annual, and compensatory leave balances. It will serve to supplement Extended Sick Leave (ESL). Employees who receive medical certification that states they are unable to work as a result of a prolonged and disabling or catastrophic illness will be eligible.

It is understood by the County, CSEA, and all members that maintenance of the Emergency Sick Leave Bank is dependent on stringent rules and policies which can be modified in order for the Emergency Sick Bank program to operate.

Scope: The Emergency Sick Bank can be utilized by all full and part time Westchester County employees.

Emergency Sick Leave Bank Committee:

The Emergency Sick Leave Bank Committee (hereinafter referred to as “SBC” consists of three CSEA UNIT 9200 members and a Chairperson appointed by the Unit President. The Committee shall administer the bank for a period of four years (term of the Elected Executive Board).

The SBC shall convene every Wednesday from 1pm-4pm to administer the bank. The primary responsibilities of the SBC include evaluation of applications, audits, reports and other related business.

Based upon the number of employees who join, the SBC Chairperson will advise the CSEA President who will in turn make a determination if the members will have to donate additional days. This will be done on the annual basis.

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 by the Emergency Sick Bank Committee and Westchester County department of Human Resources.

CSEA UNIT 9200 EXECUTIVE BOARD

Hattie Adams
President

Timothy Cronin
1st Vice President
Union Representative

John Infelice
2nd
Vice President

Yazmin Hernandez
3rd
Vice President

Zubaidah Jackson
4th
Vice President

Steve Sandoval
Treasurer

Teri Rella
Secretary

Elaine Glover-Payne – Union Representative

Eliza Scuderi – Union Representative

Jorge Vargas-Srgt.At-Arms

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Eligibility for Enrollment and Membership

Prior members who joined Emergency Sick Bank as of 2007 must donate ten days as of 2022 to continue their membership. Members who join the Emergency Sick Bank after 2007 must refer to the CSEA donation chart for the number of days required for donation to be in good standing.

New members must donate two sick days to the Emergency Sick bank to become active. Members can use personal days in lieu of insufficient sick time. The employee must be employed for thirteen months prior to joining. New employees will also have a **ten month** waiting period after enrollment before applying for the Emergency Sick Bank.

Each year during the enrollment period, which is the month of February, members will be informed if an additional day will be required.

Applying for Emergency Sick Leave Bank

Sick Bank accessibility will be half day pay concurrent with a members accrued Extended Sick Leave (ESL) in order to provide a full day of pay. If a member depletes their ESL balance, the Emergency Sick Bank will continue to pay out on a half -day basis.

When a member applies to the Emergency Sick Bank, an approval or denial letter will be sent to the employee within 10 days.

Once approved the Sick Bank Committee will forward the benefit applications to the Westchester County Human Resource Department for implementation.

Approval for the Emergency Sick Bank is in no way automatic. Members will need to medically prove that they are unable to work due to a prolonged and disabling or catastrophic illness.

Once approved for the Emergency Sick Bank, reapplication is required every forty working days with a physician's documentation. A maximum of 13 pay periods (or 130 working days) shall be approved in any case for each member. Extensions must be appealed to the Executive Board for approval.

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