



The Union of the Employees of Westchester County

Civil Service Employees Association, Inc.

AFSCME Local 1000 – AFL-CIO

We Make Westchester Work!

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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(914) 995-2767

Elaine Glover-Payne

Union Representative

(914) 995-2741

UNIT OFFICE

112 East Post Road

Suite 420

White Plains NY 10601-

5113

(914) 995-2151

Dear CSEA Unit 9200 members:

We invite you to participate in the Emergency Sick Leave Bank for 2025. Attached you will find the guidelines and eligibility criteria. Existing members are **not** obligated to contribute additional leave this year (2025).

Established and negotiated by CSEA Unit 9200, this vital resource provides crucial support to our members facing catastrophic illness or injury, bridging the gap when accrued leave is exhausted. We are proud of the assistance provided to numerous members during their recovery from such events.

Emergency Sick Leave Bank Application forms are readily available. You may obtain one in person at the CSEA Union office or request that one be mailed to your address. All applications require review and approval by the Emergency Sick Leave Bank Committee, comprised of CSEA Unit 9200 members appointed by the Unit President. Please review the enclosed Rules and Policies carefully; approval is subject to committee review.

All submitted applications and associated medical documentation are handled with strict confidentiality, adhering to HIPAA regulations. Benefits are disbursed concurrently with the member's Extended Sick Leave, as detailed on page 22 of the collective bargaining agreement.

For any questions concerning the application or approval process, please contact the Emergency Sick Leave Bank Committee at CSEA-SickBank@WestchesterCountyNY.gov or 914-995-2153. Committee members are available in the CSEA office every Wednesday, 1:00 PM – 4:00 PM.

Thank you,

Hattie Adams, President
CSEA Unit 9200



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Dear CSEA Unit 9200 members:

This message provides important information regarding Sick Bank Enrollment for 2025.

Sick Bank Enrollment: The enrollment period for the sick bank is every February 1st and closes on February 28th. This period allows you to enroll or update your membership if necessary. Participation in the Sick Bank is vital for maintaining your benefit eligibility.

Membership Status: To verify your current membership status, please contact the CSEA 9200 Sick Bank at,

CSEA-SickBank@westchestercountyny.gov or call 914-995-2153.

Important Note Regarding Sick Bank Submissions: Members who are considered “current” pursuant to County HR records, will not be permitted to submit additional sick days beyond their existing balance.

Thank you for your prompt attention to this matter. We will be sharing further information in the coming days. Please do not hesitate to contact us if you have any questions.

Hattie Adams, President
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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 your timekeeper, complete it and **submit it back to your department timekeeper** no later than **February 28, 2025**.

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:

# of Days	Month	Year	# of Days	Month	Year
2	October	2007	0	No donation	2017
2	June & September	2008	0	No donation	2018
1	February	2009	0	No donation	2019
1	February	2010	1	February	2020
1	February	2011	0	No donation	2021
0	No donation	2012	1	February	2022
0	No donation	2013	0	No donation	2023
0	No donation	2014	0	No donation	2024
0	No donation	2015	0	No donation	2024
1	February	2016	0	No donation	2025

If you have not donated the total of 10 days since October, 2007, you must “catch up” to keep your Emergency Sick Leave Bank membership active (e.g., if you donated only 4 days since October 2007, you must donate the remaining 6 for a total of 10 days).

Please visit the CSEA 9200 Emergency Sick Leave Bank website for additional information <http://csea9200.org/sick-bank/> or call the Sick Bank at 914-995-2153, every Wednesday, 1pm-4pm

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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.

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Emergency Sick Leave Bank Policy

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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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The Union of the Employees of Westchester County

Emergency Sick Leave Bank-Continuing Membership form

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 – APPLICATION FOR CONTINUING MEMBERSHIP

Dear Emergency Sick Leave Bank Member:

If you have not donated the required ten (10) 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. **This form is only necessary when donations are requested or the member is catching up.**

All applications must be submitted to your timekeeper NO LATER THAN February 28, 2025. Any submissions dated after February 28, 2025 will NOT be accepted. Please keep a copy of your completed form.

All applications must be electronically date stamped.

APPLICATION FOR CONTINUING MEMBERSHIP

Print Name: _____ Department: _____

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 listed employee. I have deducted _____ day(s) from his/her sick/personal leave balance.

Print Name: _____ Date: _____

Signature: _____

Dept.: _____ Phone #: _____

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Westchester County CSEA Unit 9200

Emergency Sick Leave Bank: **NEW MEMBERSHIP** form

TO BE COMPLETED BY: CSEA Employees, County Employees and Managerial

Please Select: CSEA Managerial Other

EMPLOYEE INFORMATION [PLEASE PRINT CLEARLY]:

NAME [FIRST, LAST]

SOCIAL SECURITY No. [9 digits]

Personal Email:

DATE OF EMPLOYMENT:

Home Address

Home/Personal #

Department

Work Location

Work Phone #

FULL TIME OR PART TIME

I WISH TO JOIN THE EMERGENCY SICK LEAVE BANK AND VOLUNTARILY CONTRIBUTE TWO (2) SICK DAYS TO THE EMERGENCY SICK LEAVE BANK. I UNDERSTAND ALL DECISIONS BY THE EMERGENCY SICK LEAVE BANK COMMITTEE ARE FINAL.

DATE: _____ SIGNATURE: _____

SUBMIT COMPLETED FORM TO YOUR DEPARTMENT TIMEKEEPER FOR FURTHER PROCESSING

TIMEKEEPER USE ONLY

As the Timekeeper for _____
Employees Name

I have verified that:

1. *The employee has been employed by Westchester County for 13
months; and*

2. *I have deducted* *Sick or Personal * leave days/hours*
of days/hours

*from the employee's sick/personal leave balances(s). NOTE: Notification of contributions
is to be sent to the payroll clerk of the employee's department.*

Timekeeper's Signature: _____

Print Name [timekeeper]: _____

DATE [electronic timestamp is also required to verify date received]

**ONCE COMPLETED RETURN TO: CSEA SICK BANK COMMITTEE, 112 EAST POST
ROAD- RM 420 WHITE PLAINS, NY 10601**

****Personal leave days/hours are ONLY to be used for voluntary contributions to the CSEA
Sick Bank when ALL Sick Leave accruals have been depleted.***



Sick Bank Applicant please read the following Policy Brief before applying for Emergency Sick Bank.

1. Emergency Sick Bank was reinstated on December 1, 2008. The Sick Bank was established to assist our members with catastrophic injuries or illnesses when they have depleted all of their accrued leave balances.
2. New members will have a ten (10) month waiting period before applying to sick bank.
3. Current members must be up to date with their sick day donations. Please contact the sick bank committee for current status via email CSEA-SickBank@westchestercountyny.gov or by phone (914)995-2153. The Sick Bank committee is in the office on Wednesdays from 1pm-4pm.
4. Once the Sick Bank application and appropriate information is received the Sick Bank committee will immediately forward approved benefit applications to the Westchester County Human Resources Department for implementation.
5. The Sick Bank Committee shall convene to act on benefit applications within 10 days of receipt.
6. Once the initial Sick Bank application is received and approved by both Sick Bank and Westchester County Human Recourses department, sick leave may be granted up to forty (40) days.
7. If a member requires more than forty (40) days, a new application must be fully completed with medical certification. A maximum of thirteen (13) pay periods *may* be approved. Extensions must be appealed to the Executive board.
8. Please visit CSEA9200.org for further information.

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