

Dear CSEA Unit 9200 Members and Fellow County Workers,

The annual enrollment window for the Emergency Sick Leave Bank is now open. Please take a moment to review the attached directions and eligibility criteria.

Following the most recent audit by the County and CSEA, **current members are required to donate one (1) sick day this year (2026)** to maintain eligibility and support the program's sustainability. If you're joining for the first time, re-enrolling, or continuing your participation, this is the time to do so.

Established and negotiated by CSEA Unit 9200, the Emergency Sick Leave Bank offers vital assistance to members facing catastrophic injury or serious illness once they've exhausted all their accrued leave. Over the years, this program has provided meaningful support to many colleagues during challenging recoveries. To continue helping those in need, the Bank relies on maintaining a sufficient balance of donated days.

Applications are carefully reviewed and approved by the Emergency Sick Leave Bank Committee—a group of Unit 9200 members appointed by the Unit President. We strongly encourage you to read the attached Rules and Policies in full.

Key reminders:


- Approval is not automatic. (Updated criteria and eligibility enclosed).
- Members must personally contact the Committee to apply (all information is kept strictly confidential).
- Eligibility decisions are based on your Extended Sick Leave dates (refer to page 24 of the contract).

If you have any questions or need help, please contact the Emergency Sick Leave Bank Committee at 914-995-2153. Committee members are available in the Union Office every Wednesday from 1:00 p.m. to 4:00 p.m.

Thank you for your generosity and continued support of this essential benefit that strengthens our entire membership.

We're truly grateful to Shireen Owens, Magdalyn Santana, and Yolenny Anderson, our hardworking Sick Bank Committee members, for the time and dedication they bring to keeping this essential program strong for all of us.

Best regards,


Joseph Dalli
President, CSEA Unit 9200

Purpose

The Emergency Sick Leave Bank was reestablished on December 1, 2008, through an agreement between Westchester County, CSEA, and including all unrepresented County employees. Its primary purpose is to provide supplemental paid sick leave to eligible employees who have exhausted all accrued sick, personal, annual, and compensatory leave balances. It supplements Extended Sick Leave (ESL) for those with medical certification confirming inability to work due to a prolonged, disabling, or catastrophic illness. The program operates under strict rules and policies (which may be modified as needed) to ensure its long-term sustainability, as agreed by the County, CSEA, and participating members.

Scope: The Emergency Sick Leave Bank is available to all full-time and part-time Westchester County employees.

Emergency Sick Leave Bank Committee (SBC)

The SBC consists of three CSEA Unit 9200 members plus a chairperson, all appointed by the Unit President. The committee serves a four-year term aligned with the elected Executive Board. The SBC meets every Wednesday from 1:00 p.m. to 4:00 p.m. to handle administration, including:

- Reviewing and evaluating applications
- Conducting audits
- Preparing reports
- Managing related business

Based on membership levels and bank needs, the SBC Chairperson advises the CSEA President annually on whether additional donation days are required from members.

Bi-annual audits of the bank's records, approvals, applications, donations, balances, and overall administration are conducted jointly by the SBC and Westchester County Department of Human Resources.

Eligibility for Enrollment and Membership

- Prior members (joined as of 2007): Must (have) donate/d 10 days as of 2022 to maintain membership.
- Members joining after 2007: Refer to the current CSEA donation chart for required days to remain in good standing.
- New members: Must donate two sick days to activate membership (personal days may be used if sick days are insufficient). Employees must have at least 13 months of service before joining, and there is a 10-month waiting period after enrollment before applying for benefits.

Each year during the February enrollment period, members will be notified if an additional donation day is required for the coming year.

Emergency Sick Leave Bank Policy

Joining/Rejoining the Sick Bank:

CSEA Unit 9200 members become eligible to join after 13 consecutive months of employment. Open enrollment occurs each year during the month of February.

- New members must obtain an enrollment card from their department timekeeper, complete it, and **return it to the timekeeper no later than February 28, 2026.**

By joining, you gain access to continued payroll coverage during an extended illness once your sick, annual, and personal leave balances are exhausted.

Important note on prior membership:

If you were a member of the Emergency Sick Leave Bank prior to 2007, you are considered an existing member (not new). You must donate the required number of days as specified for continuing/existing members (refer to current CSEA donation guidelines or the Sick Bank Committee for details).

For the most up-to-date donation requirements (including any annual adjustments for 2026), **contact the Emergency Sick Leave Bank Committee at 914-995-2153 (Wednesdays, 1:00 p.m.–4:00 p.m.) or your timekeeper.**

# of Days	Month	Year	# of Days	Month	Year
2	October	2007	0	No donation	2018
2	June& September	2008	0	No donation	2019
1	February	2009	1	February	2020
1	February	2010	0	No donation	2021
1	February	2011	1	February	2022
0	No donation	2012	0	No donation	2023
0	No donation	2013	0	No donation	2024
0	No donation	2014	0	No donation	2025
0	No donation	2015	1	February	2026
1	February	2016			
0	No donation	2017			

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).

Applying for benefits with the Sick Leave Bank:

- **Application Deadline:** Submit within 45 days of the incident or onset of incapacity. If the member is hospitalized or incapacitated, they have 15 days from discharge to contact the Sick Bank, plus 30 days to complete paperwork. Benefits are retroactive for a maximum of 30 days only.
- **Proxy Submission:** If the member is physically or mentally unable to apply, a family member or authorized agent may submit on their behalf.

Emergency Sick Leave Bank Policy

How Benefits Work:

- Sick Bank pays half-day increments, used concurrently with accrued Extended Sick Leave (ESL) to provide full-day pay coverage.
- Once ESL is exhausted, Sick Bank continues at half-day pay.

Approval Process:

- The Sick Bank Committee sends an approval or denial letter within 10 days. Any delay must be communicated to the member.
- Approved applications are forwarded to Westchester County Human Resources for processing.
- Approval is not automatic — members must provide medical proof of a prolonged, disabling, or catastrophic illness/injury preventing work.

Duration & Reapplication:

- Once approved, re-application is required every 40 working days with updated physician documentation.
- Maximum benefit: 13 pay periods (120 working days) per member/per calendar year.

Appeals: Denials or denied extensions may be appealed to the Executive Board. The Board's decision is final.

Required Medical Certification

- Initial application: Attending healthcare provider must verify the nature, duration, and disabling impact of the condition, confirming the member cannot work for a specified period.
- Extensions: Require updated/current medical certification.

<p align="center">Eligible Conditions (Examples of Catastrophic Illness/Injury)</p>	<p align="center">Non-Eligible Conditions</p>
<ul style="list-style-type: none"> • Serious conditions requiring overnight hospital or residential facility stay. • Chronic/long-term conditions needing frequent/intensive treatment that would likely cause extended incapacity or death without care. • Inpatient or intensive outpatient mental health treatment by a licensed psychiatrist/psychologist. 	<ul style="list-style-type: none"> • <i>Cosmetic surgery*</i> • <i>Injuries from vehicle accidents</i> • <i>Illness of a family member</i> • <i>Maternity/paternity leave</i> <p><i>*If the cosmetic procedure arises from complications from giving birth/or other covered surgical procedures, said cosmetic surgery would be eligible for coverage.</i></p>

Termination of Benefits Benefits/enrollment end upon:

- Separation from County employment
- Healthcare provider clears return to work.
- Maximum benefit (120 working days) is exhausted
- Employee’s death.

APPLICATION FOR NEW MEMBERSHIP

Please select one:

Bargaining Unit CSEA Managerial Other

Name (First, Last): _____

Social Security #: _____ Date of Employment: _____

Personal Email Address: _____

Home Address: _____

Personal Phone #: _____ Work Phone #: _____

Department: _____

Work Location: _____

Check one: Full Time 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 decision by the emergency sick leave bank committee and the Executive board are final.

Signature: _____ Date: _____

To be Completed by Departmental HR Unit

Department's Time Keeper Name: _____

I have verified that:

1. The above employee has been employed by Westchester County for a minimum of 13 months; and
2. I have deducted _____ sick or personal leave days/hours from the employee's personal leave balances.

Note: Notification of contributions is to be sent to the payroll clerk of the employee's department.

Timekeeper's Signature: _____ Date: _____

Please return completed forms to: **CSEA Sick Bank Committee, Suite 420**
112 East Post Road, White Plains, NY 10601

APPLICATION FOR CONTINUING MEMBERSHIP

Dear Current Emergency Sick Leave Bank Member:

As a result of the current Sick Bank balance, the Emergency Sick Leave Board is requesting a mandatory donation from current members for **2026**.

However, if you have not donated the required seven (7) days since 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 by **February 28, 2026**.

Please keep a copy for your records.

APPLICATION FOR CONTINUING MEMBERSHIP

<p>Print Name: _____</p> <p>Social Security #: _____</p> <p>I wish to continue my membership in the Emergency Sick Leave Bank. My timekeeper has verified that I donated ____ sick/personal leave day(s).</p> <p>Signature: _____ Date: _____</p>
<p>I am the Timekeeper for the above employee. I have deducted ____ day(s) from his/her sick/personal leave balance.</p> <p>Print Name: _____</p> <p>Signature: _____ Date: _____</p> <p>Dept: _____ Phone #: _____</p>

Please return completed forms to: **CSEA Sick Bank Committee, Suite 420
112 East Post Road, White Plains, NY 10601**