



## **SICK LEAVE BANK POLICY**

**Policy Number: 4.3050**  
**Subject Area: Personnel**  
**Adopted: 01/01/0001**  
**Revised: 05/16/2002**

Kaskaskia College values its employees and desires to assist individuals who have been affected by illness or injury and have depleted available paid leave time. To facilitate this goal, a sick leave bank is established, effective July 1, 2002, which will allow employees to donate paid sick or vacation leave time to the bank for use by other employees.

The sick leave bank will be administered and donated time will be granted to employees according to established procedures. Participation in the bank is voluntary.

Approval History: Replacement for Sick Leave Bank 2.305 Approved 05/16/2002, 09/15/2005