

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Employee Emergency Leave Bank**

**DATE: August 2, 1994**

**NUMBER: 2.57**

**REVISION(S):**

**PURPOSE:**

The Employee Emergency Leave Bank (EELB) is established to provide emergency paid leave for employees who have exhausted all other paid leave. The EELB is a pool of accrued leave donated by covered employees that may be transferred to qualified recipients. Only the hours are transferred - the employee continues to be paid by the College while on emergency leave.

**POLICY:**

The following conditions constitute the policy for participation in the EELB:

1. The applicant must be a regular, full-time employee of Ouachita Technical College participating in the EELB.
2. The employee must have exhausted all sick, annual, holiday, and compensatory leave time.
3. The illness or injury is not covered by Workers' Compensation or all such benefits have been exhausted.
4. No employee shall be approved for EELB Leave without certification from a physician supporting the continued absence and setting forth that the employee is and will continue to be incapacitated from performing assigned duties.

**Donation of Leave to the EELB:**

The Payroll Officer shall screen leave donated by the employees to ensure the following criteria are met:

1. Accrued leave may only be donated to the EELB in one (1) hour increments.
2. No employee shall be allowed to donate leave to the EELB if such donation will reduce that employee's accrued sick and annual leave balance to less than eighty (80) hours. This does not apply to employees who are terminating their employment.
3. Annual and/or sick leave which has been donated to the EELB may not be restored to the employee who donated the leave time.
4. Approved donations of leave shall be transmitted to the EELB by submitting the approved donor form.

**EELB Committee:**

1. **MEMBERSHIP:** The EELB Committee shall consist of the Vice President of Finance and Administration, the Affirmative Action Officer, and the Payroll Officer and shall be chaired by the Vice President of Finance and Administration.
2. **RESPONSIBILITY:** The purpose of the committee is to review all EELB Leave requests, and ensure that all eligibility requirements are met. The committee shall also make determinations of continuing eligibility.

**EELB Administration:**

The EELB will be administered in accordance with the following guidelines:

1. Applications for EELB Leave shall be reviewed on a first filed, first reviewed basis. Approval does not guarantee that an applicant will receive leave should there be a zero balance in the EELB.
2. Members of the Committee will review applications of EELB Leave participants and make recommendations to the President.
3. The decision of the President is final.
4. EELB Leave may be granted or donated in one-hour increments only.
5. Leave that would result in a negative balance in the EELB shall not be approved.
6. Employees on EELB Leave will continue to accrue leave in accordance with existing policy and will receive the normal state benefits. Employees on EELB Leave will continue to draw their normal rate of pay.
7. In the event an employee on EELB Leave is terminated, retires, expires, or returns to work prior to expiration of previously approved leave time, all unused leave shall be returned to the EELB.
8. Leave earned while an employee is on EELB Leave shall, as a condition of voluntary participation in the program, be assigned to the EELB, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.
9. Alleged or suspected abuse of the EELB shall be investigated, and on a finding of wrongdoing, an employee shall repay all leave hours drawn from the EELB and shall be subject to such other disciplinary action as is determined by the Committee and the President.

**EELB Record Keeping:**

The EELB record keeping procedure will track the following:

1. The amount of leave donated by each employee, the rate of pay, and dollar value of such donated leave at the time of donation.
2. The amount of EELB Leave awarded, including the name of the recipient, position number, rate of pay, and SSN.
3. Any other such data as required.

**PROCEDURES:**

**Application for EELB Leave:**

1. Requests for EELB Leave may be initiated by employees or their designees by completing Part I of the Recipient Application Form. The applicant shall obtain verification of actual or projected leave exhaustion dates from the Payroll Officer, attach a physician's certification of the illness, and submit the application to his/her supervisor.
2. The supervisor shall explain the circumstances that caused the employee to exhaust his/her leave. After signing the request, the supervisor will submit the application to the Payroll Officer.
3. The Payroll Officer will verify that the employee is in a full-time regular position, and is not receiving Worker's Compensation.
4. The Payroll Officer will then call a meeting of the EELB Committee.
5. The Committee's recommendation will be forwarded to the President for approval and signature.
6. The College will retain four (4) copies to be distributed to the Payroll Officer, the EELB Leave File, the employee, and the employee's personnel file.

**Donation of EELB Hours:**

1. Employees may donate leave to the EELB by completing Part I of the EELB Donor Application Form, and submitting the form to the Payroll Officer for verification of leave balances.
2. The Payroll Officer will complete Part II of the form verifying the employee's leave balances and rate of pay.
3. The Payroll Officer will obtain the signature of the President approving the donation.
4. Signed copies of the donor form will be retained in the employee's personnel file and the College EELB Leave File. One copy is provided to the donor.

**Transmission of Accrued or Returned Leave to the EELB:**

1. The Returned or Accrued Leave Transmittal Form is to be completed by the Payroll Officer who will retain a copy for the EELB Leave File and the employee's personnel record. A copy will be provided to the employee.
2. Leave earned by employees on EELB Leave will be transmitted to the EELB monthly using the Returned or Accrued Leave Transmittal Form.
3. Any EELB Leave that for any reason is not used by the employee to whom it was awarded shall be returned to the EELB using the same form and procedure noted above.
4. Returned or accrued leave will be added to the EELB.
5. Questions concerning the EELB should be addressed to the Payroll Officer.

AUTHENTICATION (Signature):		COPP
_____	8/2/94	
President	(Date)	2.57