



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
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Policy Title:	Sick Leave Bank – Non Union
Effective Date:	April 1, 2022
Revision Date:	
Reference(s):	This policy replaces Donated Sick Time Policy

A Sick Leave Bank is herein provided for use by non-union County employees whose accrued Earned Time (pursuant to Earned Time policy for non-union employees) is exhausted through prolonged illness or accident. The Sick Leave Bank shall be administered by a Committee comprised of three members, one from Human Resources, and two appointed by the Board of Commissioners.

The Sick Leave Bank Committee shall determine the eligibility for members requesting leave from the Sick Leave Bank and the amount of leave to be granted. The following criteria shall be used to determine eligibility:

- a. Adequate medical evidence of serious illness/injury
- b. Prior exhaustion of all accrued Earned Time

There is no carry-over of Sick Leave Bank days from year to year.

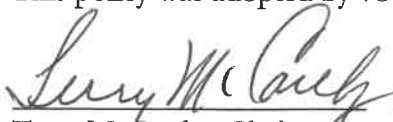
Requests for Sick Leave Bank days shall be made in writing using the Sick Leave Bank request form and sent to the Human Resources Department. That department will confirm that the eligibility criteria has been met. If a request is denied by the Committee, the requesting employee can appeal to the Board of Commissioners within 14 days of the denial.

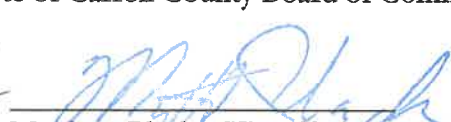
A maximum of 40 hours will be allowed per request. In reviewing requests, the Committee shall not consider the identity of the requestor AND shall not have access to information protected from disclosure under HIPAA regulations.

No hours may be withdrawn from the Sick Leave Bank for use for any reason other than prolonged illness or accident of a County employee. Sick Leave Bank hours may not, for example, be withdrawn to permit an employee to stay at home to care for a family member.

The Sick Leave Bank total hours (for all employees combined) will be capped at 2,400 hours per year. Sick Leave Bank hours reset each January 1. If the Sick Leave Bank is exhausted prior to the end of the calendar year, and there are outstanding requests for Sick Leave Bank time, County employees may donate accrued, unused Earned Time to the Sick Leave Bank to assist their fellow employees in times of need.

Sick Leave Bank hours are not paid out upon separation of employment for any reason.
This policy was adopted by vote of Carroll County Board of Commissioners on March 3, 2022.


Terry McCarthy, Chairman


Matthew Plache, Vice-Chairman


Kimberly Tessari, Clerk