

BOARD OF SELECTMEN

Town of Middleton
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SICK LEAVE BANK POLICY ADOPTED AUGUST 14, 2018

Whereas, the May 8, 2018 Annual Town Meeting adopted Article 30 which reads:

I move that the Town amend the Personnel Bylaw, Chapter 68, by adding a new Section 68-38.1 establishing a sick bank for Town employees, as follows:

S. 68-38.1 Sick Leave Bank

A sick leave bank shall be established and maintained for the purpose of protecting benefitted employees against loss of income due to long term illness, injury, disability, or quarantine. All benefitted employees covered by Chapter 68 or covered by a collective bargaining agreement may participate in the sick leave bank. Requirements and procedures shall be adopted by policy by the Board of Selectmen in its capacity as the Personnel Board.

Therefore, the Middleton Board of Selectmen hereby adopts this Sick Leave Bank Policy establishing the requirements and procedures of the Sick Leave Bank.

A sick leave bank is hereby established and maintained for the purpose of protecting benefitted employees against loss of income due to long term illness, injury, disability, or quarantine.

1. All benefitted employees covered by Chapter 68 or covered by a collective bargaining agreement may participate in the sick leave bank if he/she has worked for the Town for at least twelve (12) months.
2. During the initial period, employees may enroll in the sick leave bank during the thirty (30) days following adoption of this policy by the Board of Selectmen. In subsequent years, employees may enroll in the sick leave bank during the annual open enrollment period.
3. The sick leave bank is administered by the Town Administrator's Office.
4. Employees desiring to withdraw sick leave from the sick leave bank must make application to the Town Administrator's Office.
5. On July 1 of every fiscal year every, employees participating in the sick leave bank will have 24 hours of accrued sick leave transferred from his/her accrued sick leave to the sick leave bank. A member may cease participating and contributing to the sick leave bank by providing written notice to the Treasurer-Collector's Office by June 30; however, sick leave hours previously contributed by said employee shall not be returned to his/her accrued sick leave account but shall remain available for use in the sick leave bank.
6. In order to be eligible to withdraw sick leave from the sick leave bank, an employee shall have exhausted all of his/her sick leave, personal leave, and vacation leave, be a participant in the sick leave bank, and be approved for or eligible for leave under the Family Medical Leave Act (FMLA).

7. In order to be eligible to withdraw sick leave from the sick leave bank, an employee must have suffered an illness, injury, disability, or quarantine resulting in thirty (30) consecutive days of work missed or resulting in five (5) days without pay, whichever comes first, or otherwise be deemed eligible for FMLA as stipulated under item 6 above.
8. An employee eligible for workers compensation during the period of disability is not eligible to apply to withdraw sick leave from the sick leave bank.
9. An employee shall become ineligible to receive leave from the sick leave bank, and said leave shall immediately discontinue, upon resignation or termination of employment, retirement, or voluntary withdrawal from the sick leave bank. An employee shall not be eligible to receive leave from the sick leave bank for an approved leave of absence for reasons other than an unplanned personal illness, injury, disability, or quarantine.
10. Every request for leave from the sick leave bank shall be accompanied by a written statement signed by a physician confirming the existence and cause of the employee's or family member's illness, injury, disability, or quarantine and the expected recovery period. The Town Administrator, in his sole discretion, may order an independent medical evaluation by a physician of its choosing.
11. No employee shall receive more than 160 hours of sick bank leave per incident.
12. No leave benefits will be granted if the sick leave bank is depleted of hours.
13. Prior to returning to work following use of sick leave bank leave, an employee shall be required to submit a copy of his/her job description and a work capacity form to his/her treating physician, who must complete the Work Capacity Form and indicate that he/she has reviewed the job description by checking the appropriate box.

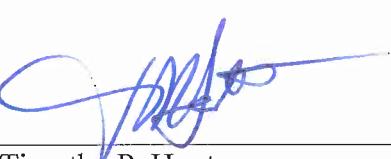
MIDDLETON BOARD OF SELECTMEN



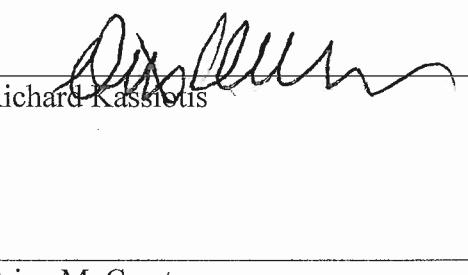
Kosta E. Prentakis, Chairman



Richard Kassiotis



Timothy P. Houten



Brian M. Cresta