



**TOWN OF HADLEY**  
**HUMAN RESOURCES DEPARTMENT**  
100 MIDDLE STREET, HADLEY, MA 01035  
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Date: March, 18 2020

To: All Departments for the Town of Hadley

From: Select Board, Town of Hadley

Subject: Establishment of a Sick Bank

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### **Policy Statement**

The Town of Hadley establishes a sick bank to mitigate factors as employees seek time to heal, seek treatment, or care for a sick immediate relative. The sick bank is established for all employees and individual employee use will not be released.

Employees with max accrued time – sick or vacation – are encouraged to donate to the sick bank as employees are not eligible to roll over all vacation time, and upon retirement, employees will not be paid all sick time.

The town reserves the right in states of emergency to allocate forfeited vacation and sick time for the benefit of the town.

### **Definition**

Immediate relative – The employees' spouse, parent, or child, parent in-law, this includes step children, foster children, and adopted children.

### **Eligibility**

All benefitted employees are eligible to utilize the sick bank. The Sick bank will be tracked and managed by HR. It is the policy of the Town of Hadley to not release the identity of the employee requesting to utilize the sick bank to prevent HIPPA violations. Employees must have exhausted all sick time, vacation time, comp time and other earned time.

At the discretion of the HR Director, the employee may be directed to apply for benefits under short- and long-term disability insurances, or disability retirement.

The sick bank will not be used for employees eligible under workers compensation or police and fire line of duty statutes as they are eligible for compensation.

## Guidelines

Employees wishing to donate to the sick bank must do so in writing. Employees must email the human resources department with the amount of sick time or vacation time hours they wish to donate. The hours will then be placed in the bank and removed from their individual accruals.

Employees wishing to utilize the sick bank must do so in writing with supporting documentation. Supporting documentation can include a physician note, or note from another LICENSED professional such as a psychologist, physician assistant, or nurse practitioner.

The HR director will determine the priority of need and allocation for hours. For example – if multiple employees need to utilize the sick bank, it may be necessary to allocate  $\frac{3}{4}$  of their regularly scheduled work week to each employee to balance employee need and solvency of the sick bank.

The sick bank is intended to be used rarely and for major illnesses, injuries, or other serious period of infirmity. In cases where states of emergency are declared, it may be acceptable to grant use of the sick bank within a short period of time.

The Town will pre-load the sick bank with 100 hours.

## APPROVAL

Effective: 18 March 2020 until revoked by the Select Board

Adopted this 18<sup>th</sup> Day of March, 2020.

HADLEY SELECT BOARD

*Jorge A. Chungo*  
*Molly A. Keegan*  
*Clinton Staley*  
*Dan Keane*  
*John P. Washington*