

## **SICK BANK DONATIONS 2024-2025**

Employees who are members of the following sick leave banks will have their annual contribution processed during the pay of 12/06/2024. The donation will be processed in the following priority order:

**Sick Leave Balance** – Full and/or partial donation will be deducted from available balance between 12/02/24 – 12/04/24.

**Sick Bank Balance** – Full and/or partial donation will be deducted from available balance between 12/02/24 – 12/04/24.

**Docking of Pay** – Value of full and/or partial donation will be deducted from the gross pay and displayed as “Adjust Wage – Non-Retirement” in the Earnings area on the pay stub on the check dated 12/06/24.

To view your sick bank status in Workday, go to Personal Information/About Me/Overview/Additional Data, then scroll down to Sick Bank. This will indicate if you are a member and when you joined.

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### **BARGAINING UNIT**

### **DONATION AMOUNT**

**EXECUTIVE**

**0 days for current members  
2 days for new members (taken at enrollment)**

**AFSCME**

**2 days for current members  
2 days for new members**

**HCASA/NCS**

**0 day for current members  
2 days for new members**

**HCEA**

**1 days for current members  
1 day for new members**

**HCEA-ESP**

**0 days for current members  
1 day for new members**