



Northern Marianas College Procedure

Procedure No.: 5010.16 Procedure Title: Sick Leave Bank
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President *[Signature]*
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.E

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure describes the availability of the Commonwealth Sick Leave Bank to employees of Northern Marianas College

Areas of Responsibility The College's Human Resources Office will provide access to this regulation and will assist employees in submitting applications for this benefit.

Procedure details All College employees eligible for sick leave are eligible to participate in and utilize the Commonwealth's Sick Leave Bank established by Public Law 8-25 (the "Northern Mariana Islands Government Employees Sick Leave Bank Act"), as amended by Public Law 15-69.

The Sick Leave Bank serves as a depository into which participating employees may donate accrued sick leave time for allocation to other Commonwealth employees. It provides additional paid sick leave to employees who have personally suffered, or have an immediate family member who has suffered a catastrophic illness or injury, and who have exhausted their compensatory time, sick leave, and annual leave balances. The purpose of the Bank is not to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when employees lose compensation as the result of a catastrophic illness or injury.

Employees are eligible for up to 160 hours of Sick Leave Bank hours once during their employment, unless the loaned hours are repaid. The terms and conditions of this benefit are provided in the Sick Leave Bank Regulations promulgated by the Executive Branch's Office of Personnel Management, which implements this program.

