

Cowley College
Application for Sick Leave Bank

Eligibility:

- Full-time employee who has been employed by the College for at least one year;
- Have approved FMLA paperwork on file with Human Resources;
- Meet with supervisor to determine how job duties will be completed in their absence;
- Submit this Application for Sick Leave Bank to Human Resources for Committee approval;
- Have encountered a qualifying event, specifically a Catastrophic Illness or Injury, or a qualifying birth or adoption under the Paid Parental Leave; and
- Employee has read the guideline outlined in AP 311.00 Sick Leave & Sick Leave Bank Procedure.

Select the appropriate qualifying event:

☐ **Catastrophic Injury**

1. Sick Leave Bank request: _____ ☐ Hours ☐ Days
(Requests may not exceed a maximum 120 days or 960 hours)
2. Dates of requested leave: from _____ to _____
3. Must attach a Physician's statement identifying:
 - Beginning date of the condition;
 - Description of the illness or injury; and
 - Anticipated return-to-work date.

☐ **Paid Parental Leave**

1. Sick Leave Bank request: _____ ☐ Hours ☐ Days
(Requests may not exceed a maximum of 240 hours, 30 days, or 6 weeks)
2. Dates of requested leave: from _____ to _____

I hereby request sick leave be granted to me from Cowley College's Sick Leave Bank. I declare that I have read the associated policy and procedure, and that I meet the eligibility requirements. I understand that I may not exceed a maximum of one hundred and twenty (120) days or nine hundred and sixty (960) hours for catastrophic injury or illness, or six (6) weeks of paid parental leave, and days in the Sick Leave Bank may be distributed until the bank is exhausted. If I fail to return to work from parental leave, I may be required to reimburse the Sick Leave Bank using my remaining accrued sick or vacation leave.

Employee Signature

Date

For Committee Use Only:

1. Sick Leave Bank Hours Available (as of date requested): _____
2. Committee Recommendation:
 - Committee Decision: _____ Accepted _____ Denied
 - Recommended Sick Leave Bank Granted: _____ ☐ Hours ☐ Days

Executive Vice President of Finance & Administration

Date