



Bowdoin College Emergency Sick Time Bank

Application to Receive Hours from the Campus Emergency Sick Time Bank

Non-exempt employees with their own serious health condition who have exhausted their personal sick time banks may apply to the Director of Human Resources to "access" the campus emergency sick time bank for additional paid sick days. Use of the emergency sick time bank is limited to illnesses/injuries that qualify as disabilities under the College's short-term disability insurance plan. In no event will any award(s) allow an employee to use over 1040 hours (including hours of their own sick time).

Name (please print): _____ Ext: _____
Department: _____

- I have successfully completed my six month adaptation period.
 I have a physician's certification of a serious health condition (as defined by the Family Medical Leave Act).
 I am on an approved full-time medical leave of absence.
 I am eligible for and have applied for short-term disability benefits.
OR
 I am not eligible for short term disability benefits.
 I have exhausted own personal sick time bank.
 My available vacation balance is less than the number of hours in two weeks of my regular work schedule.

Please accept this application as a request for sick time hours from the Campus Emergency Sick Time Bank. I understand that all applications are reviewed biweekly and that awards will be made based on the number of hours available in the bank, the number of requests, and previous awards I have received.

Signed: _____ Date: _____

Approved by: _____ Date: _____