

Bowdoin College

Emergency Sick Time Bank

Application to Receive Hours from the Campus Emergency Sick Time Bank

An exempt or non-exempt employee with a serious health condition (as defined by the [Family and Medical Leave policy](#)) who has exhausted his/her personal sick time allowance may apply to Human Resources for additional paid sick time from the campus emergency sick time bank. Use of the emergency sick time bank is limited to employees who are out on an approved medical absence and who (if eligible) have applied for short-term disability benefits.

Name (please print): _____

Department: _____

_____ I have a physician's certification of a serious health condition (as defined by the College's [Family and Medical Leave policy](#)).

_____ I am on approved full-time medical absence.

_____ I am eligible for and have applied for short-term disability.

_____ I have exhausted my own personal sick time.

_____ My available vacation time balance is less than the number of hours in one week of my regular work schedule (if previous awards from the emergency bank have been received all available vacation hours must be used before receiving another award).

_____ I am not eligible for short term disability and have exhausted my own personal sick time and have less than the number of vacation hours in one week of my regular work schedule (if previous awards from the emergency bank have been received all available vacation hours must be used before receiving another award).

Please accept this application as a request for sick time hours from the Campus Emergency Sick Time Bank. I understand 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 (HR): _____ Date: _____