

# CUPE917

## APPLICATION FOR SICK BANK ALLOTMENT

This application must be completed and returned to the Sick Bank Committee ([sickbank@cupe917.ca](mailto:sickbank@cupe917.ca)) as soon as possible. An application form must be submitted for **each month** that an allotment for the Bank is requested. A **physician's certificate** supporting the period of absence will be **required with the application and with subsequent applications**. Entitlement will not exceed a physician's recommendation.

Disclaimer: Information collected here will be used by the Sick Bank Committee to determine eligibility for Sick Bank benefits.

WCB  ICBC

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Department: \_\_\_\_\_

Dept Head / Supervisor: \_\_\_\_\_

Date of Hire: (to determine anniversary date) \_\_\_\_\_

Appointed hours (FTE): \_\_\_\_\_ Days of Work (i.e. Mon-Fri): \_\_\_\_\_

Last Day of Personal Sick Time: \_\_\_\_\_

Nature of this illness: \_\_\_\_\_

Dates of 5 Day Waiting Period (Article 23.12): \_\_\_\_\_

Additional Notes: \_\_\_\_\_

### DOCTOR'S INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize ICBC to reimburse to the Sick Benefit Bank any and all days (hours) granted by the Bank which are covered by this claim.

Please return with doctor's certificate to: Sick Bank Committee [sickbank@cupe917.ca](mailto:sickbank@cupe917.ca)  
Any questions? Please contact: \_\_\_\_\_ or \_\_\_\_\_

Yvana Jovanovic (Chairperson)  
University Residence Facilities Services (Res HSKP)  
Box 1700, Victoria, B.C., V8W 2Y2

*See reverse for rules and procedures of Sick Benefits Bank*

# Sick Benefit Bank Policy

## Applications For Sick Benefit Bank Allotment

1. Applications for Sick Bank Allotment are to be made on the standard application form which is available from the Sick Bank Committee at sickbank@cupe917.ca, from Human Resources or area managers. A doctor's certificate will be required with the initial application and with subsequent applications.
2. To ensure continuity of pay cheques, a permanent appointed employee who is absent from work must submit documentation from their physician to support time away. Physician's note should not exceed six weeks.
3. Applications should reach the Sick Bank Committee as soon as possible following the end of applicant's personal sick time. Personal sick time **must** be exhausted before an application will be considered. A five day waiting period is required before Sick Bank benefits can be applied.
4. Time requested must be in consecutive working days. Applications of less than five (5) working days shall not be considered.
5. Nature of illness can be generalized, i.e. surgery, broken limb, mental health etc.

## Sick Benefit Bank (Collective Agreement)

- 23.08** A Sick Benefit Bank is established to assist in absences due to extended sickness or disability.
- 23.09** A Sick Benefit Bank Committee shall be established by the Union to give direction to the University regarding disbursement from the Sick Benefit Bank.
- 23.10** Each employee shall contribute three (3) days on January 1st of the employee's first year of service. On January 1st of the second year of service each employee shall contribute two (2) working days in addition to the general sick benefit bank assessment, up to a maximum total contribution of three (3) working days. For employees working a regular schedule of less than twelve (12) months, the initial contribution shall be at the rate of one-half (1/2) day for each month scheduled for work in the first year of employment up to a maximum of three (3) days. Eligibility to apply to the Sick Benefit Bank shall commence on completion of an employee's first year of service. When an employee's initial contribution has been made and the employee terminates employment before becoming eligible to apply to the Sick Benefit Bank, that contribution shall be prorated as one-half (1/2) day per month worked up to a maximum of three (3) days. In each successive year, a further number of days up to a maximum of three (3) days shall be contributed in order to achieve and/or maintain the Bank at a level of five hundred (500) days.
- 23.11** Payments from the Sick Benefit Bank shall only be made by the University upon receipt of written directions from the Sick Benefit Bank Committee and only within the limits of the following schedule:

<u>Service</u>	<u>Working Days</u>
after 12 months	22
after 24 months	44
after 36 months	66

- 23.12** No payment from the Sick Benefit Bank shall be approved unless and until the employee concerned has exhausted her/his entire sick benefit provision and, with respect to the period of the relevant illness, has drawn down at least five (5) days of vacation entitlement or has taken at least five (5) days of leave of absence without pay.
- 23.13** An employee who is sick or disabled and has exhausted all available benefits (W.C.B., sick leave, Sick Benefit Bank) may opt to draw down her/his termination account to cover periods of illness or disability.