

**LAKWOOD FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.17	ADMINISTRATION
DATE IMPLEMENTED: MARCH 12, 2019 DATE REVISED:	TITLE: CATASTROPHIC SICK BANK

**PURPOSE:**

These provisions are promulgated and designed to provide additional paid sick leave to career firefighters who meet the required qualifications and requirements.

**SCOPE:**

These procedures shall apply to all career fire personnel.

**GENERAL:**

A. Recipient Qualifications and Requirements:

1. An employee shall be eligible to receive donated sick leave if the employee:
  - a. Has completed one (1) year of continuous service.
  - b. Is suffering from a catastrophic health condition or injury which is expected to require a prolonged absence from work and the respective employee has exhausted all accrued sick, vacation and personal leave.
  - c. Submits to the Fire Administrator a Request to Use Catastrophic Sick Bank form.
  - d. Receives approval from the Fire Administrator.
2. An eligible employee may use the Catastrophic Sick Bank until the bank is depleted; however, he/she shall not exceed 768 hours per year or thirty-two (32) 24-hour tours of duty per year.
3. Should more than one (1) member be eligible to receive donated leave, the Catastrophic Sick Bank will be divided equally.

B. Donor Qualifications and Requirements:

1. Donors may elect to donate either 24 hours or 48 hours of their sick leave per year to the Catastrophic Sick Bank as follows:
  - a. In order to implement the Catastrophic Sick Bank Program, donors will be able to donate their sick leave hours from March 12, 2019 through March 31, 2019.
  - b. Thereafter, donors will be able to donate their sick leave hours during the month of January of every calendar year.

- c. The Fire Administrator will inform the Career Captain as well as the FMBA Local 80 President of the hours in the Catastrophic Sick Bank upon its implementation, at the end of each calendar year, and upon request of the Career Captain and/or FMBA Local 80 President.
- d. The Fire Administrator shall also inform the Career Captain and FMBA Local 80 President as soon as possible when the sick bank is nearing depletion.

### C. Donation Procedures

1. Donors electing to donate sick leave hours will be required to complete the Catastrophic Sick Leave Bank Donation form and submit same to the Fire Administrator.
2. Upon receipt of this form by the Fire Administrator, the respective donor will be provided with an acknowledgement of their donation by the Fire Administrator and the donors donated sick leave will be added to the Catastrophic Sick Bank.
3. Donors shall only be known to the Fire Administrator and shall otherwise remain anonymous.
4. No employee shall be pressured or coerced to donate sick leave hours.
5. Donations cannot be made retroactively or proactively.
6. Once a members donated hours are added to the Catastrophic Sick Bank, the members donation cannot be rescinded or returned.
7. The Catastrophic Sick Bank Program shall not result in any expense to Lakewood Fire District No. 1.