

FRIENDS RESEARCH INSTITUTE, INC.

Sick Bank Policy

Effective July 1, 2001, FRI will implement a Sick Bank Policy. The sick bank is supplied by employees donating their vacation time to be used by other employees who do not have any leave time available.

Employees who would like to request leave from the sick bank must have exhausted all sick, annual, and personal leave and must meet the FMLA requirements for serious health condition, which state:

"serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
2. Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or
3. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.

FMLA may be used for the following:

1. Birth of a son or daughter and to care for the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. Care for the employee's spouse, domestic partner, son, daughter, or parent with a serious health condition; and/or
4. Serious health condition that makes the employee unable to perform the functions of the employee's job.

For the purpose of these rules, a son or daughter must be either under age 18 or incapable of self-care because of a mental or physical disability.

The employee requesting the leave must contact their immediate supervisor as well as the Human Resources Department of FRI. Direct solicitation of co-workers by an employee requesting leave is prohibited and automatically disqualifies the employee from eligibility under this policy. If the requirements meet the FMLA definition of a serious health condition as outlined above, an announcement will go out to all FRI employees explaining that an employee is requesting donated vacation leave. Only the name of the employee will be given. Circumstances of the condition will not be disclosed. Donations can only be made to specific employees.

Employees who wish to donate vacation leave must complete the Sick Bank Donation Form and submit it to the HR department. HR will then submit the form to the Payroll department, where adjustments will be made to the donating employee's vacation balance.