

D.11.1 (Policy) Emergency Leave Bank

Responsible Department: Human Resources

Board Adoption: 12-14-10

Last Board Action: 3-19-19

In accordance with Sections 661.001 – 661.008 of the Texas Government Code, the Alamo Colleges Board of Trustees established an **Emergency Leave Bank** for its employees, as follows:

Purpose

The Emergency Leave Bank is intended to alleviate hardship to an employee in the event the employee or immediate family member experiences a catastrophic illness or injury causing the employee to exhaust all accrued leave time.

Leave Contribution

The Emergency Leave Bank is established by employee contributions of sick leave to the bank in increments of one-day (8 hours) to a maximum of five days (40 hours) per fiscal year. An employee wishing to contribute to the bank must submit an Emergency Leave Bank Donation Form to the Human Resources department.

Administrator

The Chancellor is responsible for establishing a procedure to administer the emergency leave bank and may establish procedures to permit leave bank participation for adjunct faculty, CE instructors and part-time employees. The Associate Vice Chancellor of Human Resources and Organizational Development or her designee will administer the Emergency Leave Bank program, in accordance with Policy [D.5.3](#) – Holidays, Leaves and Absences.

Provision

Employees may apply to withdraw sick leave from a shared pool when they have exhausted all their accrued sick, vacation, or personal leave time either because they are suffering from a catastrophic illness or they are caring for a family member who has a catastrophic illness.

Emergency Leave Bank Committee

One Emergency Leave Bank Committee will be established to consider applications for all withdrawals from the pool and recommend the award of hours in accordance with the provisions of the program and hours available for distribution.