Wichita Area Technical College
PTO Extended Benefit Bank

The WATC Extended Benefit (EB) Bank is a voluntary program of sharing PTO/Sick Pay hours with Fulltime employees who are EB Bank members and Part-time employees, incapable of working in their regular capacity or status. Use of the EB Bank may be granted if the employee or an immediate family member (spouse, child, or parent) is experiencing a very serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or to terminate employment.

The maximum hours in the WATC EB bank will be 2400 hours. Unused WATC EB Bank hours will be rolled forward to the next fiscal year, but not to exceed a total of 2400 hours at any time. The College may adjust this maximum as the number of eligible employees change.

Eligibility Criteria:
- Fulltime employees must complete at least three continuous months of fulltime service, and have donated (current year or in the past) 8 PTO/Sick Pay hours to the EB bank. The employee has depleted all paid leave (i.e. all PTO/Sick Pay, individual Extended Benefit Bank).
- Part-time regular employees must have completed at least 1 continuous year of service and have worked an average of 20 hours per week over the 12 month period. The hours worked requirement excludes work performed as an Adjunct Faculty/Trainer.

General PTO Extended Bank information:

WATC EB Bank hours, once approved, may only be used for the duration of the condition for which it is collected. If the approved EB Bank usage was for to the serious health condition of a relative and the condition results in death, EB Bank hours may be utilized for
up to 4 additional days to plan/attend funeral services. The maximum number of EB Bank hours that may be used by an employee shall be the total hours that the employee would regularly be scheduled to work, up to a maximum of 6 weeks (240 hours for fulltime employees) per fiscal year.

Part-time employees applying for EB Bank hours are subject to a two-week unpaid waiting period before the payment of any EB Bank hours (if approved).

Exempt employees will use EB Bank hours only in half-day (4 hour) or full-day (8 hour) increments. Non-exempt employees will use EB Bank hours in full one hour increments. EB Bank hours may be applied retroactively for a maximum of two pay periods preceding the date the employee signed the request form. Payment of retro-active hours will be made in a lump sum and added to the next regularly scheduled payroll.

Employees receiving EB Bank hours are considered on paid leave and will continue to receive benefits, if eligible (i.e. health insurance, life insurance, and/or retirement contributions).

An employee receiving worker’s compensation lost time payments, short-term or long-term disability payments are not eligible to receive WATC EB Bank hours, except to cover mandatory waiting periods for the benefits.

No employee will be eligible to use EB Bank hours after meeting the eligibility requirements for disability benefits under the Kansas Public Employee Retirement System (KPERS).

Elective procedures that do not meet the definition of being very serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition or as defined by the Family Medical Leave Act (FMLA) are not covered under this policy.

There is no appeal process associated with the WATC EB Bank. Use of the EB Bank is not an entitlement.

**Donation Information:**

All fulltime faculty, fulltime staff, and regular part-time employees working at least an average of 20 hours per week are eligible to participate.

Current full-time employees must have declared participation at least once, donating a minimum of 8 PTO/Sick hours, to become an EB Bank member. New employees or employees changing status from part-time to full-time must designate EB Bank participation within 30 days from date of hire or status change, with a minimum of 4 or 8 PTO hours being contributed after 90 days, when PTO/Sick Pay becomes available for use by the employee. If 4 hours is being donated, another 4 hours must be donated in the following July to continue membership.
All fulltime employees may donate PTO/Sick Pay hours (in full hour increments) any time during the fiscal year in addition to the original 8 hours donated to declare initial participation. Employees may be solicited to donate when the need arises due to a low EB Bank balance. Employees who decline to participate will not have another opportunity to declare participation until June of the following year.

If the EB Bank balance drops below 1600 hours, donation of 8 hours may again be required at the beginning of the next fiscal year to replenish the bank.

Donating PTO/Sick Pay hours to the EB Bank does not guarantee that requested hours from the Bank will be approved.

An employee’s PTO/Sick Pay balance will be decreased by the amount donated. Donated hours become part of the EB Bank and no longer count toward the individual member’s current or accumulated PTO/Sick Pay.

**Application Process:**

- The employee notifies the Executive Director, Human Resources of the need for EB Bank hours and necessary forms will be sent to the employee at their home address on file.

- The employee must complete a WATC Extended Benefit Bank request form.

- A Certification of Health Care Provider must be completed by the employee’s or family member’s attending physician. If the employee is currently utilizing FMLA and the Certification of Health Care Provider has been submitted with their FMLA paperwork, it does not need to be submitted again unless there has been a change in the medical condition.

- All forms need to be returned to the Executive Director, Human Resources. If the Executive Director determines that the illness, injury, impairment, or physical or mental condition meets the requirements for consideration of EB Bank hours, a meeting will be convened of the EB Bank Committee to determine how many hours, if any, will be awarded to the employee.

- The EB Bank Committee will meet within 10 business days of the eligibility determination made by the HR Director. The Committee may meet through electronic means if not possible to meet in person within the 10 day time limit.

- EB Bank Committee members are: Executive Director Human Resources, two full-time faculty members appointed by the President, and two full-time staff members
appointed by the President. Appointments are subject to approval by the Leadership Council. All appointed members will serve on the committee for a period of two years.

- Decisions of the Committee will be made by a required minimum of three members in attendance (in person or by phone) to vote. Final decision of the Committee members who vote will be made by simple majority rule.

- If the committee approves EB Bank hours, the employee will be granted all or a portion of the request **up to a maximum of 6 weeks (240 hours for fulltime)**.

- A letter will be sent to the employee by the Executive Director, Human Resources communicating the decision of the Committee. Final approval or denial of request is not subject to appeal.

- If the employee is approved for use of WATC EB Bank hours, the Executive Director, Human Resources will e-mail notification of the WATC EB Bank approval dates and hours to payroll staff for payment to the employee on regular WATC payroll dates.

Should you have questions regarding the shared leave policy, please contact a member of the WATC Human Resources department.

**Frequently Asked Questions:**

**Can I make a request of WATC EB Bank hours if I did not contribute to the bank in July or when first eligible?**
No, unless you are a qualifying part-time employee. If you are fulltime and declined participation during the annual open period, you must wait until the next fiscal year for the opportunity to donate and become a member of the EB Bank.

**Who will see my completed Doctor’s Certification?**
The EB Bank Committee will have access to medical information in order to review the claim, but personal identifying information will be omitted. Only the Executive Director, Human Resources (or other designated HR staff) will have access to the identity of employees requesting EB Bank usage.

**What if I return to work after utilizing 4 weeks of the WATC EB Bank and have another illness which will require me to miss an extended period of time from work?**
**How many times may I request use of the EB Bank?**
You can make another request of the EB Bank, but you would only be eligible for up to 2 weeks of payment. Maximum fiscal year usage is capped at 6 weeks (240 hours).

As a donating employee, can I specify to whom my hours are given?
No, all employees meeting the eligibility requirements will have an equal opportunity to apply for and receive payment from the program.

Can the WATC EB Bank be used for the 7 to 14 day waiting periods prior to collection of Workers Compensation and Short Term Disability payments?
Yes, as long as you are a current member of the WATC EB Bank and all your PTO/Sick Pay and individual EB Bank hours have already been exhausted.

If I am approved for WATC EB Bank hours, when will I receive a check and what deductions will be made from it?
The payment of EB Bank hours will be made on regularly scheduled payroll periods, with a maximum of 80 hours paid per check. If you are granted retro-payment of EB Bank hours, those hours will be paid in a lump sum and added to the next regular payroll cycle. Deductions will be made from your check as if you were continuing to work (benefits, taxes, etc). There is a two-week unpaid waiting period for part-time employees to utilize the benefit.

Can I request WATC EB Bank hours for reasons other than medical? How about for the need to care for a grandchild?
No, at this time, it has been determined that only very serious medical conditions of the employee, spouse, child, or parent will be considered for eligibility.

What happens if I am approved for WATC EB Bank hours in June and my next fiscal year PTO hours are loaded onto my record in July?
The Committee will only approve EB Bank hours to get you through the end of June (the fiscal year in which you made the request). Your EB Bank payment would stop as soon as you have your own PTO hours available for use in July. You could re-apply for EB Bank hours in the next fiscal year if necessary.

What if my illness allows me to work partial days or I miss work only on an intermittent basis? Can I supplement my reduced work hours with WATC EB Bank hours?
Yes, if approved for payment of EB bank hours.

If I am terminating my employment can I donate my PTO hours in excess of 240 to the WATC EB Bank?
Only if the WATC EB Bank balance is below 2400 hours. PTO hours in excess of 240 can be donated by an employee when proper notification of termination has been given to Human Resources.

Do WATC EB Bank hours count towards worked time in the accrual formula should I terminate my employment before the end of the fiscal year?
Yes, if you received WATC EB Bank hours it was considered as paid leave.