

SUMMARY OF SBI LEAVE POLICIES

Attachment B

Vacation	Leave of Absence	Disability Leave (Option A)	Disability Leave (Option B)
Up To 20 days With Accrual	Up To 20 days With Accrual	Sick Leave With Accrual	Sick Leave With Accrual
Other Accrued Leave (without further accrual)	Other Accrued Leave (without further accrual)	Other Accrued Leave (with accrual)	New York State Disability
	Leave of Absence	New York State Disability	Other Accrued Leave (without further accrual)
	90 Day Blackout Period	Leave of Absence	Leave of Absence
		90 Day Blackout Period	90 Day Blackout Period

VACATION - If approved, an employee may take four consecutive weeks (twenty days) of vacation if he/she has the available accrued time. During that time the employee will continue to accrue annual and sick leave. If the employee would like to request more than four consecutive weeks and, if approved, use his/her accrued time, he/she will not accrue any additional annual and sick leave during this extension.

LEAVE OF ABSENCE - If approved, an employee may take a paid leave of absence for four consecutive weeks (twenty days) if he/she has the available accrued time. Sick leave and Personal leave cannot be used. During that time the employee will continue to accrue annual and sick leave. If a leave is granted beyond this four week period, the employee will use his/her accrued time (excluding Sick and Personal Leave). However, he/she will not accrue any additional annual and sick leave during this period. After an employee has exhausted all of his/her accrued leave (excluding sick and Personal Leave), an unpaid leave of absence begins and, if approved, may extend up to one year from the date that the accrued time was exhausted. Subsequent to this, there is a ninety day blackout period where an employee may not take another unpaid leave of absence.

DISABILITY LEAVE - When an employee is on disability leave, he/she must first exhaust all sick leave. During this time, the employee will continue to accrue annual and sick leave. After that, if the employee is still disabled, the employee may elect to choose one of two options: A) he/she may begin to exhaust other accrued time and continue to accrue annual and sick leave or, B) begin to collect New York State Disability benefits. However, if the employee pursues the second option, he/she will not be able to continue to accrue annual and sick leave while using accrued time after his/her New York Disability benefits are exhausted. If the employee pursues the first option and is still disabled after his/her leave is exhausted, he/she may still be eligible to collect NYS Disability benefits. After an employee has taken one of these two options and is still disabled, the unpaid leave of absence, if approved, begins and may extend up to six months from the date that the accrued time (or NYS Disability benefits) was exhausted. Subsequent to this, there is a ninety day blackout period where an employee may not take another unpaid leave of absence.