

## Request for Sick Leave Fund Grant

1. If an employee needs access to a grant from the Sick Leave Fund, they should contact their employing Agency for the process to be followed to receive a grant. The Sick Leave Fund and Direct Grant Policy can be found at <http://benefits.mt.gov/Resources/Forms>.
2. The employee wishing to receive a grant from the Sick Leave Fund **shall have each of the below**. It is the responsibility of the employing Agency to verify eligibility. The Health Care & Benefits Division has a right to audit compliance.
  1. met the 90-day qualifying period to take sick leave, as provided in 2-18-618, MCA;
  2. a serious health condition or provided necessary care to a spouse, child or parent with a serious health condition, resulting in the employee's absence from work of no less than two full consecutive weeks of regularly scheduled working days or 10 consecutive working days, whichever occurs first, per illness or injury. A working day means any day for which an employee has regularly scheduled hours and does not include recognized holidays. If a recognized holiday for which the employee would have been paid falls within the 2-week period, the employee must be absent additional working day(s) up to the maximum of 10 consecutive working days. Days worked prior to the end of the 90-day qualifying period may accrue to the 10 consecutive working day requirement;
    - i. a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. A Serious Health Condition includes a maternity-related disability of the Employee, including prenatal care, birth, miscarriage, abortion, or other treatment.
  3. used all available accrued sick leave, annual leave, other accrued paid leave, and compensatory time;
  4. received approval from the supervisor for leave of absence;
  5. received approval from the Agency head or designee to receive sick leave;
  6. when requested by the employing Agency, provided a physician's certification of extensive illness or accident;
  7. If applying for a grant from the Sick Leave Fund, employee must have been a participating employee for at least 90 calendar days. The 90-day period begins on the first day of the pay period following the pay period in which the participating employee's initial fund contribution was deducted from the participating employee's sick or annual leave accounts, or the first day of the pay period following the date of the participating employee's request to the employing Agency, whichever occurred first.

An eligible, full-time employee may receive up to a maximum of 240 hours sick leave from the sick leave fund, direct grants, or a combination of both in a 12-month period. Agencies shall calculate the 12-month period beginning with the first day an employee uses sick leave obtained through the sick leave fund or direct grants. If the Employee continues using sick leave hours from the sick leave fund or a direct grant, another 12-month period starts on the day immediately following the end of that initial 12-month period. If the Employee is not using sick leave hours at the end of that initial 12-month period, a new 12-month period starts with the first day that an Employee uses credits from the sick leave fund or a direct grant. .

3. If the employee wishing to receive the grant from the Sick Leave Fund is eligible, the employing Agency documents on the Sick Leave Fund Grant Request Form the number of hours being requested for that pay period.

Agencies shall allot up to 40 sick leave hours a week for a full-time employee, for a maximum allotment of 80 hours per 2-week pay period. Sick leave hours must be rounded up to the nearest half-hour increment.

Agencies shall prorate the available hours for a part-time employee based on either:

1. the part-time employee's regular schedule at the time the employee became eligible for the Sick Leave Fund or a Direct Grant; or
  2. the average amount of time the employee is in a Pay Status when management cannot determine or has not assigned a regular schedule. For example, if during the two or more pay periods preceding the qualifying event an Employee was in a Pay Status an average of 20 hours per week, the maximum available sick leave is 120 hours in a 12-month period.
4. The employing Agency will submit the completed Sick Leave Grant Request Form to the Health Care & Benefits Division (HCBDB) via email ([benefitsquestions@mt.gov](mailto:benefitsquestions@mt.gov)) by the Friday preceding the payday of the affected payroll period. This form is available at <http://benefits.mt.gov/Resources/Forms>.
5. After approval or denial, HCBDB will email the completed form back to the employing Agency and the employing Agency will process out outlined below.
- If the request is accepted, HCBDB deducts the hours from the Fund balance. The payroll/hr clerk will add the hours to the recipients leave balance by using the codes below.
  - If the request is denied, HCBDB notifies the employing Agency via email explaining why and the employing Agency should notify the employee of the denial and provide a copy of the appeal process.

**Timesheet Entry Codes for Sick Leave Fund Requests,**

to be entered by the Agency Payroll/HR.

**SLFP+** = Adds to the recipient's balance from the Sick Leave Fund Pool

**SLFT**= Sick Leave Fund Pool hours used by the recipient

