



**CIVIL SERVICE PERSONNEL ASSOC., INC.**

720 Wolf Ledges #203

Akron, Ohio 44311-1553

(330) 434-2772

### **Time Bank Process**

In order to apply for time bank, please complete the following:

- 1) Request a HIPAA release form from Tracie D'Antonio. This needs returned to Michele Simon in Employee Records
- 2) Complete the "Request for Time Bank" form
- 3) Obtain a letter from your doctor (on letterhead) that lists the diagnosis and the time period needed off
- 4) Return the "Request for Time Bank" form and letter from your doctor to:

Megan Prunty, Benefits Officer  
Civil Service Personnel Association, Inc.  
720 Wolf Ledges Pky, Suite #203  
Akron, OH 44311  
[mprunty@cspaunion.com](mailto:mprunty@cspaunion.com)

## **Time Bank Rules**

The Time Bank Committee will consider all requests for Time Bank Hours. The Committee will consist of the following:

1. CSPA Benefits Officer (or designee)
2. Deputy Mayor of Labor Relations or his designee
3. Two (2) CSPA Executive Board Members
4. The Steward of the affected member

Before fifteen (15) days of using all of their accumulated leave time, (sick leave, compensatory time, annual leave and personal days), the member shall submit a written request to the CSPA Benefits Officer for Time Bank Hours. The member applying for the Time Bank hours will receive a form authorizing release of their past leave records from the City of Akron's payroll clerk. The completed form must be returned before the committee will consider the request.

The following information is reviewed and evaluated by the Time Bank Committee in considering a request for Time Bank hours:

1. Previous sick leave usage. The Committee carefully reviews the documentation provided by the City of Akron payroll clerk. A Time Bank request may be denied if the committee determines the applicant has demonstrated a history of sick leave abuse. For Time Bank Committee purposes, sick leave abuse is characterized by any one or a combination of the following:

- a) A continuous pattern of sporadic one and two day absences
- b) A pattern of absence where time is regularly taken off in relationship to:

- Regular days off
- Holidays; Weekends
- Vacation time
- Compensatory time

- c) The employee earns a day, then uses a day
- d) The absence falls on the same day of the week
- e) The absence falls either at the beginning or the end of the month

2. Supporting documentation supplied by a physician or if applicable physicians.

3. Other documentation or relative information.

The decision of the Time Bank Committee, issued in writing is final. The length of time available to any member through the Time Bank is three (3) calendar months, however under exceptional circumstances a member may apply for one (1) extension, if his/her physician will assure the Committee that at the end of the extension the member will be sufficiently recovered to return to active duty.

For further information consult rules in this document, not references.



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# Request for Time Bank

**Date:**

**Name:**

**Address:**

**Telephone:**

**Email:**

**Division/Classification:**

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**Time Available**

Sick:

Vacation:

Personal:

Comp:

Holiday:

**Time Requested**

Start Date:

End Date:

**Reason for Request:**

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HIPAA Release sent to the City (Date Sent: \_\_\_\_\_ )

Letter from Doctor on letterhead with diagnosis listed & time period needed off

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**CSPA Use Only:**

Approved

Amount of Time Approved:

Denied

Reason: