

FINANCE PROCEDURE MANUAL	TITLE: Sick Leave Pool	
	NUMBER: FIN-PAY-004	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: 2/22/2012

➤ **Purpose:**

This procedure outlines the process of setting up the Sick Leave Pool.

➤ **Definitions:**

Sick Leave: Each full-time employee shall earn one day of sick leave with compensation for each calendar month, or major fraction of a calendar month, of service not to exceed twelve (12) days for each fiscal year; provided that such leave shall be taken only when necessary because of sickness as prescribed in District Board of Trustees Policy [6Hx-18-5.03](#). Such sick leave shall be cumulative from year to year.

Sick Leave Pool: Designed to aid participating employees who have exhausted all of their own accrued sick leave, during times of extended personal illness. The purpose of this program is to provide protection to participants from the loss of income due to illness or injury. It is a voluntary option that permits eligible employees to donate accrued sick hours to the Sick Leave Pool as outlined by Human Resources and provided for by District Board of Trustees Policy [6Hx-18-5.031](#).

[Sick Leave Pool Donation and Request Form](#): Form that must be completed to donate to or withdraw leave from the Sick Leave Pool.

➤ **Responsibility:**

Human Resources (HR): Gathers enrollment forms and sends forms to Payroll.

Payroll: Receives enrollment forms and sets up sick leave pool screens.

➤ **Procedure Details:**

1. Human Resources (HR) enlists enrollment during Sick Leave Pool open enrollment period.
2. At end of Sick Leave Pool open enrollment period, HR delivers enrollment forms to Payroll.
3. Payroll sets up appropriate Sick Leave Pool screens in payroll system.

➤ **References:**

Florida Statutes:

1012.865

<http://www.flsenate.gov/Statutes>

College Board Policies:

6Hx-18-5.03

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.03.pdf>

6Hx-18-5.031

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.031.pdf>

College Sick Leave Pool: <http://www.palmbeachstate.edu/hr/sick-leave-pool.aspx>

Sick Leave Pool Donation and Request Form:

<http://www.palmbeachstate.edu/hr/documents/sickleavepool.pdf>