

Sick Leave Pool Procedures

The Sick Leave Pool is intended to be used by eligible employees to assist in covering the gap between the exhaustion of all accumulated paid leave and the 90 day waiting period until long-term disability insurance benefits may become effective.

➤ Eligibility Requirements

Any full-time employee shall be eligible for participation in the Pool provided that the employee has been employed with the college for one (1) year and has accumulated 40 hours of unused sick leave after the employee's donation to the Pool. Participation in the Pool is voluntary.

➤ Enrollment Requirements

Eligible full-time employees may submit a [Sick Leave Pool Enrollment Form](#) during open enrollment which occurs in the month of October each year. As deemed appropriate, the President may authorize open enrollment periods at any time for all eligible employees.

The initial contribution required from an employee's accumulated sick leave to join the Pool is as follows: 16 hours for non-unit employees who work 40 hours per week; 14 hours for non-unit employees who work 35 hours per week; and 10.5 hours for bargaining unit members who work a 168-day contract. Bargaining unit members who work more than a 168 day contract (librarians and counselors) will make an initial contribution of 16 hours. All employees who join the Pool must have a balance of 40 hours of unused sick leave after the initial donation to the Pool. For the purpose of calculating pool donations and balances of employees hired before July 1, 1995, "Pot 2" will be utilized first, and "Pot 1" (frozen sick leave) will be utilized second. Refer to [Board Policy 6Hx-18-5.021](#); Terminal Vacation Leave Pay and Sick Leave Pay for Full-time Employees.

All members shall place hours contributed to the Pool in a single account for use. No contribution for the benefit of a specific individual, illness or position will be accepted.

Sick leave may not be advanced for the purpose of contributing to the Pool. No individual may join the Pool while on sick leave.

➤ Board of Directors

A Sick Leave Board of Directors, consisting of four elected representatives, one from each campus if available and willing, and a representative from the Office of Human Resources will administer the Pool and must be comprised of employees participating in the Pool. Except for the representative from the Office of Human Resources, participants will elect Board members at the annual Pool Meeting each year. Board members will serve for a 12 month period and may be re-elected for additional terms. The Board of Directors shall have at least 2 members who have 1 year prior experience on the Sick Leave Board. Members of the Board will be required to sign a confidentiality oath agreeing to keep all employee medical information confidential. Pool members may submit procedural recommendations to the Board of Directors during the yearly meeting, who will present them to members of the Pool for consideration. Procedural changes must receive the majority vote of the all members.

A Pool member who is not satisfied with the decision of the Board of Directors regarding the granting of leave from the Pool may appeal the decision to the Executive Director of Human Resources. The decision of the Executive Director of Human Resources regarding the granting of leave from the Pool is final.

The Board of Directors will investigate alleged abuse of the Pool. If there is a finding of wrongdoing, the offending member will be required to repay all sick leave days drawn from the Pool and will be subject to removal from the Pool by the Board of Directors and may be subject to further college disciplinary action.

➤ Use of the Sick Leave Pool

A member of the Pool can request time from the Pool in full day increments, if he/she cannot return to work because of a serious health condition, as defined under the Family and Medical Leave Act (FMLA), and the employee has exhausted all accrued leave.

A member of the Pool may withdraw a maximum of 60 days during any 12 month period in increments of 20 days or less and may withdraw from the pool a maximum of 90 days within any three consecutive years of employment. The twelve-month period will commence on the day an employee first draws from the Pool. A contractual employee is limited to drawing time from the Pool in accordance with his/her contract. For example, a faculty member cannot use the Pool during the summer terms.

Sick leave requested from the Pool must be used for the member's own personal illness, accident or injury. Members are expected to return to work if accommodations can be made by the College. Sick leave may not be withdrawn for the purpose of childcare or the care of other family members.

Members who would like to withdraw sick leave from the Pool must complete the [Sick Leave Pool Request Form](#) and provide medical documentation to the Office of Human Resources. Upon receipt of the information, the Board of Directors will review the requests, and the employee will be informed of the decision within 5 working days. If necessary the Board of Directors may require further medical documentation. If an employee requests additional increments, the Board of Directors may also request further medical documentation.

An employee who is absent while using leave time withdrawn from the Pool is treated for all purposes the same as an absent employee on earned sick or vacation leave and will continue to accrue sick and annual leave. Sick leave and vacation leave will be used as earned before additional days from the pool are used.

Participants who are eligible for payment under the College's Worker's Compensation or Disability Plans are not eligible to receive sick leave from the Pool. In no event shall Pool days be provided for absences beyond the 90th calendar day of disability.

➤ Replenishment

The Pool will be assessed each January to ensure that the balance in the Pool does not fall below 30 days. All participants are required to share equally in the replenishment of the Pool and replenishments will be made within 10 days of written notification to all participants. If a member's individual sick leave balance falls below 8 hours at the time of assessment, the participant shall contribute the balance of his/her share of the replenishment upon accrual of additional sick leave.

➤ Termination of Membership

Participating employees may resign from the Pool at any time upon a written request to the Executive Director of Human Resources. Withdrawal will be effective within 20 days from the time the request is received. Termination of membership will also occur upon termination of employment from the College. All contributions to the Pool and rights to receive sick leave from the Pool shall be forfeited.

In the event the Pool is disbanded, all days remaining at the time of said action shall be distributed to the members of the Pool equally, without regard to length of membership or previous use of the Pool.