

B-16: SICK LEAVE POOL OPERATIONAL PROCEDURES AND FORMS

Supervisors of employees should review and become familiar with the Sick Leave Pool Policy and Procedures and be able to assist their employees in determining eligibility, assist with enrollment forms, submitting annual contributions to maintain membership, and applications for use of the Sick Leave Pool.

1. Eligibility to Become a Member of the Sick Leave Pool (SLP)
 - a. An employee must be eligible for sick leave benefits (full time administration, staff, or faculty).
 - b. Enroll during the open enrollment period (either January 1-31; or August 1-31) using the SLP Enrollment/Donation Form provided her h.

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3. Donations

- a. An employee will be required to complete the Enrollment/Donation Form for each donation they wish to make and check the appropriate boxes to indicate the number of hours they are donating. Twenty-four (24) hours of Sick Leave is the maximum donation allowed per employee per year.
- b. Donation Forms will be received in the HR Office for processing as specified in 2c. above.

4. How to Apply for Hours from SLP:

- a. Employee should consult with the _____ who must ensure that the employee or the family member of the employee satisfies the definition of having a catastrophic illness or injury (see Definitions in Policy 4.4 Leaves of Absence, L. Sick Leave Pool, 1. Definitions), and ensure that if the SLP Request applies to an eligible family member, ensures that the family member qualifies under the definition of "Family" (Policy 4.4 Leaves of Absence, L. Sick Leave Pool, 1. Definitions).
- b. Employee requesting hours from the SLP must be on approved Family Medical Leave Act (FMLA) leave (within the maximum 12 weeks allowed per rolling year) and must have *exhausted all paid leave* (to include sick and vacation, as applicable).
- c. Employee must not be on any other compensation or compensation from lost wages (Worker's Compensation, Sick Leave, or Vacation) in order to apply for an assignment of hours from the SLP.
- d. Employee will complete the SLP Request Form, along with a completed and signed Medical Licensed Practitioner Certification. The SLP Request Form must be signed and dated by the employee and the employee's _____. (The Medical Licensed Practitioner Certification must be signed and dated by the employee and the Medical Licensed Practitioner.)
 - i. Both completed documents must be submitted *together* to the Director of Human Resources to constitute a complete application to request SLP Hours.
 - ii. Any unsigned/undated forms will be returned to the submitter, and will delay the evaluation, consideration, and approval of the request.
- e. Maximum number of allowable days from the SLP to one employee is 30 days or 240 hours in a fiscal year (Sep – Aug). (The FMLA is _____ e _____ caof _____ M

- f. If an employee is granted 30 days from the SLP, the employee would not be eligible for any further approved withdrawals until the next fiscal year and approved FMLA Leave Event within the FMLA respective rolling year.

- a. The SLP will be administered by the Director of Human Resources. As administrator, the HR Director and HR Staff Employees will:
 - i. Facilitate Enrollment during the months of August and January
 - ii. Determine eligibility for enrollment
 - iii. Track and Review all en

SICK LEAVE POOL FORMS*

Donation and Enrollment

Application to Use Sick Leave Pool Hours

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