

SICK LEAVE POOL PROCEDURES

Purpose: The University President authorizes the establishment of a single Sick Leave Pool (Pool) for participating (salaried) full-time (or part-time) employees. Upon depletion of their sick, annual, and compensatory leave credits, and after the approval of the Sick Leave Pool Committee (Committee), participating employees may draw upon the Pool for their personal catastrophic/serious illness, accident, or injury. Participation in the Pool is voluntary on the part of any eligible employee. The Pool is for the benefit of eligible participating employees without regard to pay plans and funding source.

- Contents:**
- A) Administration of the Pool
 - B) Membership in the Pool
 - C) Maintenance of the Pool
 - D) Use of the Pool
- Attachment I – Sick Leave Pool Membership Application
- Attachment II – Application to Use Sick Leave Pool Credits

A) Administration of the Pool

1. Administration of Sick Leave Pool will be by the Sick Leave Pool Committee reporting to the Vice President for Administrative Affairs.
2. A Sick Leave Pool Administrator, designated by the University President, serves as a resource to the Committee, does not vote (except in a tie), and acts as a liaison with Human Resources (HR) and Information Technology Services (ITS).
3. The Committee is composed of six members appointed by the President to include: four University Work Force employees and two Faculty shall be appointed to the Committee by the President or designee. Any member who misses more than two regularly scheduled consecutive meetings without cause will be asked to resign. Members of the Pool serve two year staggered terms.
4. The chair is elected from the voting membership annually by the voting members by June 1 to assume duties by July 1, or the beginning of the fall academic term. The outgoing chair is responsible for coordinating election of a new chair. The incoming chair is responsible for calling the initial meeting and relaying all necessary information relating to specific responsibilities and time lines.

5. Any member of the Committee who applies to utilize leave credits from the Pool shall not vote on his/her own request.
6. Should any applicants to the Pool have their membership denied or have their request to draw sick leave credits from the Pool denied, the employee has the right of appeal according to the following process.
 - a. Forward a written appeal to the Committee within five work days of receipt of notification of denial, citing specific reasons why the denial should be reversed.
 - b. The Committee reevaluates the application and written request.
 - c. If the appeal is denied by the Committee, the employee may appeal to the vice President for Administrative Affairs whose decision is final.
7. The Pool may be terminated by a two-thirds majority vote of the membership and the balance of sick leave hours remaining in the Pool are divided equally among the members at the time of termination and transferred to the employee's individual sick leave balances maintained by HR.

B) Membership in the Pool

1. All leave accruing UWF employees, after completion of one year of employment with the University, is (are) eligible to join, provided they have a minimum of 64 hours of sick leave.
2. Employees who desire to participate in the Pool must apply, using the enrollment form, to the Administrator for membership. No employee shall be unreasonably denied membership in the Pool. University employees who have their application for enrollment rejected may reapply during the next enrollment period, if the employee is eligible during the enrollment period.
3. Employees may apply for membership in the Pool during one of the open enrollment periods. Employees who complete their first year of service, other than during an open enrollment period, have 30 calendar days to apply for membership in the Pool. Employees may transfer their pool membership from another state agency during the first 30 days of employment with the University. Employees who do not apply during an open enrollment period or within 30 calendar days after eligibility may apply for Pool membership during a later open enrollment period.
4. The Committee designates a minimum of one open enrollment period consisting of 30 calendar days during each 12-month period.

5. Each participating employee contributes sixteen (16) hours (pro-rated for part-time) of sick leave at the time the application is accepted by the Committee. Hours are deducted from the employee's sick leave by Human Resources.
6. Each participating employee contributes sixteen (16) hours (pro-rated for part-time) of sick leave at the time the Pool is depleted.
7. Membership in the Pool is terminated as follows:
 - a. Participating employees may cancel their membership in the Pool at any time by notifying the Administrator in writing.
 - b. Participating employees who retire, transfer (**except as in C. 5.**), terminate, or are terminated from University employment are terminated from the Pool.
 - c. Participating employees who are found to be abusing the Pool may be terminated from the Pool.
 - d. Any sick leave hours owed to the Pool, by any participating employee who is terminated from the Pool, are transferred from the individual sick leave account to the Pool, when such hours are accrued and available.

C) Maintenance of the Pool

1. When the total credits available in the Pool amount to 80 hours or less, the Pool is depleted.
2. Upon depletion, Pool members are notified that eight (8) hours (**pro-rated for part-time**) of leave must be deducted from their sick leave accruals unless the member wishes to discontinue membership.
 - a. The Pool cannot be replenished more than two times in any 12-month period without approval by two-thirds of the membership.
 - b. If the participating employee's sick leave is less than eight hours at the time the Pool is depleted, the sick leave hours accrued will be deducted until the amount owed to the Pool has been contributed.

3. Participating employees may not apply any conditions or restrictions on any sick leave hours they may contribute to the Pool. All sick leave hours in the Pool will be disbursed by action of the Committee.
4. Any sick leave contributed to the Pool by a participating employee shall be forfeited upon the employee's cancellation of membership in the Pool, retirement, termination from state employment, or termination from the University. (...**unless transferred according to paragraph 5, below.**)
5. **An employee, who moves to another position in state government may transfer from the University Pool to another state agency sick leave pool, provided the eligibility criteria are comparable to the pool receiving credits and no more than eight hours are transferred.**
6. Upon termination from UWF and before the final calculation for cash out of unused sick leave hours is conducted, a SLP member may contribute up to 16 hours to the SLP.

D) Use of the Pool

1. Participating employees requiring hospitalization or extended medical care as the result of any catastrophic/serious injury or illness which exhausts all accrued personal sick, annual, or compensatory leave credits and personal holidays and which results in serious major medical or health problems may request permission to use sick leave hours from the Pool.
2. Sick leave hours from the Pool may be granted only for the employee's personal catastrophic/serious illness, injury, accident, or exposure to a contagious disease which would endanger others. Personal illness shall include disabilities which are the result of or are contributed to by pregnancy, miscarriage, abortion, childbirth, and the recovery there from.
3. Participating employees who have depleted all their accrued sick, annual, and compensatory leave credits may request sick leave credits from the Pool.
 - a. All requests for sick leave credits go to the administrator.
 - b. A maximum of 160 hours (20 days) may be granted for any one request.
 - c. A participating employee who withdraws sick leave hours from the Pool shall not be required to replace those hours, except as a regular participating member.

- d. Participating employees may designate a representative to request sick leave on their behalf.
- 4. Verification of illness and corresponding leave shall be required from the attending physician, psychologist, or clinical social worker.
- 5. No more than the current full-time salary, or, if part-time, an amount proportionate with the F.T.E., may be received by the employee after all benefits from all applicable programs are applied.
- 6. Members of the Sick Leave Pool may donate hours to a specific member of the Pool. These donated hours are subject to the provisions of the Sick Leave Pool Procedures, as governed by the Sick Leave Pool Committee Charter. All unused donated hours will remain in the general Pool. Procedures for other donations to the Pool are set forth in the Sick Leave Pool Procedures. All Sick Leave Pool donations are non-refundable.

(Revised 12/17/2008)